



SINHGAD TECHNICAL EDUCATION SOCIETY'S  
**SINHGAD INSTITUTE OF BUSINESS ADMINISTRATION & RESEARCH**  
(Approved by AICTE, Recognized by Government of Maharashtra, Affiliated to Savitribai Phule Pune University)  
Near PMC Octroi Post, Kondhwa - Sahawad Road, Kondhwa (W), Pune - 411045. Phone: 020 - 67571101 / 02  
Email: director\_sbar@sinhgad.edu Web: www.sinhgad.edu



**Prof. M. N. Navale**  
M. F. (Elect.), MIE, MBA  
FOUNDER PRESIDENT

**Dr. (Mrs.) Sumanda M. Navale**  
B.A., MPM, Ph.D.  
FOUNDER SECRETARY

**Dr. Dhananjay T. Mandlik**  
Ph.D., M.Phil., MBA, MCA, MCM, M.COM,  
M.A. (Psychology), D.L.L. & L.W., DTL  
DIRECTOR

Date: June 20, 2023

Program: MBA

## NOTICE

### Grievance & Rectification

To all students,

This is to inform you that any grievances or issues requiring rectification related to Internal exams will be addressed by the Chief Exam Officer.

#### Important Details:

- **Deadline for Submission:** Students are advised to submit their applications within 10 days following the respective subject exam.
- **Process for Grievance Redressal:** The procedure to address any exam-related grievances is as follows:
  1. **Written Application:** Submit a detailed written application outlining the specific grievance or issue faced.
  2. **Rectification of Application:** The submitted application will be reviewed, and any necessary corrections or clarifications will be sought from the student.
  3. **Discussion with Student:** If the student is willing, a direct discussion will be arranged to further understand the nature of the grievance.
  4. **Finding the Solution & Taking Necessary Action:** After a thorough evaluation, an appropriate solution will be identified, and necessary actions will be taken to address the grievance.

Kindly adhere to the provided guidelines to ensure a smooth and efficient resolution process.


We thank you for your cooperation and understanding.

**DHANANJAY  
TUKARAM  
MANDLIK**

Digitally signed by DHANANJAY TUKARAM  
MANDLIK  
DN: cn=IR, o=PERSONAL,  
pseudonym=e01fb392172a48db3b938e6  
53991b33,  
2.5.4.20=a4929168721a6425cd507656474a  
65742d09d1239641ccd986e91535d0d43a3  
7, postalCode=411046, st=MAHARASHTRA,  
serialNumber=e09212c4e839c54b634951  
85b076d880c8b636b5a0ce28c7f1f9d0  
fe6d, cn=DHANANJAY TUKARAM MANDLIK  
Date: 2023.09.04 15:52:24 +05'30'

  
Exam officer



  
Prof. (Dr.) Dhananjay Mandlik  
Director

*Celebrating 30 Years*

Date: 21/06/2023

To,

CEO,

Examination Cell, MBA

Sinhgad Institute of Business

Administration and Research,

Pune - 411 028

Subject: - Permission to reschedule internal examination.

Respected Sir

I, Mr. Yusuf Dalavi, MBA II<sup>nd</sup> year marketing student, is placed in intros. As I joined in the last month only, the organisation is not allowing the leaves for internal examination. With this letter I request you to reschedule my exam which is from 24/06/2023 from weekdays to weekends, or suggest any other option to comply with internal assessment.

Please do the needful.

Thank you and regards,

Yours Sincerely,  
Yusuf Dalavi

(Mr. Yusuf Dalavi),

You are allowed  
to appear on Saturday.  
For the exam.

Marked





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DIRECTOR

Date: 22/06/2023

## Notice

This is to inform all MBA second year students that we are scheduling the internal examination on 24<sup>th</sup> June 2022 for the students who are placed and could not attend the examination as per schedule. All these students are requested contact exam cell on or before 4.00pm, 23<sup>rd</sup> June 2023.

Prof. Pramod Sasane

Exam Cell



*Celebrating 30 Years*



## Grievances and Rectification Notice

Date: 20-June-2023

This is to inform all the students of MCA department that the Internal exams are starting from 23<sup>rd</sup> June 2023. If you face any difficulty during the exams due to any emergency, then you need to contact the College Exam Officer within five (05) days of the exam date. Later the request will not be entertained.

**Dr. Priya Chaudhari**  
CEO, SIBAR

**Dr. Netra Patil**  
Director, SIBAR-MCA




20-June-2023.

To  
The Director,  
SIBAR, MCA,  
Kondhwa (Bk.),  
Pune.

Subject :- To take the presentation early.

Dear Madam,  
I, Anand Mane, student of MCA-Sem II  
at SIBAR request you to take  
my project presentation at the start  
of exam.

I have to go to hospital as my Grand  
mother will be undergoing operation.  
My number is at the end.  
Request to take my presentation first.  
Thank you.

  
Anand Mane  
MCA Sem II.

Dr. Priya Chaudhan,  
Kindly do the needful.  
