

2.5.2 MECHANISM TO DEAL WITH INTERNAL EXAMINATION RELATED GRIEVANCES IS TRANSPARENT, TIME BOUND AND EFFICIENT

S.No	Description	Page No
1.	Internal Grievances	1-13
2.	University Grievances	14-27

INTERNAL GRIEVANCES

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY Tiruchengode

EXAMINATION CONTROL OFFICE

Internal Grievances

Nature of the Grievances Addressed

- ➢ Total mistake
- ➢ Less mark awarded
- > Not evaluation of answers
- ➢ Missed test form

: KABISH

GRIEVANCES FORM (Level 1)

Bate: 28-10-2021

Year Sen : D V

: While Calculating the maxiles, total was updated

Name of the Student

Register No.

Department

Name of the Course

Mainer of Grievances

: 731619205020 : 15 : CN Total mistake

Action taken by Course faculty (& Date of action taken)

Student Signature

1. Je 1 28/10/21

VOLOGY.

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

GRIEVANCES FORM (Level 1)

Bate: 03-04 - 2022

Name of the Student

Register No

Department

Name of the Course

Nature of Grievances

Action taken by Course faculty (& Date of action taken)

: A Harishkumar

: 731620205022

: Information Technology

: CA

: I Carle Know the mark splitup

I give guidelines friruction G AND TECHNO J give guidelines friruction G AND TECHNO Proto guidelines friruction G AND TECHNO I give guidelines friruction G AND TECHNO I guidelines friruction Page 4 pt 27

Year/Sen : 11 11

ENGINEERING AND TECH

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY GRIEVANCES FORM (Level 1)

: Bhooloith.V

: 13162011HOOH

: MECH

: SNIM

Name of the Student

Register No

Department

Name of the Course

Nature of Grievances

Action taken by Course faculty (& Date of action taken)

122 Student Signatu

R. Kiblom Course faculty

KSR INSTITUTE FOR ENGINEERING AND TECHNOLOGY

GRIEWANCES FORM (Level 1)

翻翻:27.5.2.2

HoD TUTOUM

Date: 16/6/22

Year/Sem : II

: Proit - B - 1 got vory less mark in Fith whit.

: I gave Correct mark, in that Sum he used wrong procedu

= R. Vignesh = 731619114035 Verent/Verent = III [VI = Mechanical = FEA = Mark was reduced for Parl-B Questions

Action taken by Course faculty (& Date of refion/taken)

Name of the Student

Name of the Course

Nature of Grievannes

Register No

Department

: Marins are awarded by Scheme of ewa watton OPHINCIPAL. KSR INSTITUTE FOR

ENGINEERING AND TECHNOLOGY. K S K KALVI NAGAR, TIRUCHENGODE-637 215,

NAMAKKAL DI TAMII MAINT

Page 5

GRIEVANCES FORM (Level 1)

Name of the Student

: D. Wokul Dog

Date: 5/10/2021

Register No

3

:731620106011

: ECI/TAI

: ECE

Year/Sem : I year / II sem

Department

Name of the Course

Nature of Grievances

Action taken by Course faculty (& Date of action taken)

: sy Evaluation has been dane band on its releme

: strict evalution for purt-10 Questions

D. Grokul may

Student Signature

K S R INSTITUTE ENGINEERING AND TE -Y. K S & KALVIN TIRUCHENGODE NAMAKKAL DI, TANIL IN

GRIEVANCES FORM (Level 1)

Date: 29.10.2)

Name of the Student	: Kunthikans
Register No	: 7316184025 Vear/Sem : 11/11
Department	C SIE
Name of the Course	: Her
Nature of Grievances	: I have written correctly but because of less pages they have reduced mark.
Action taken by Course faculty (& Date of action taken)	Marks will be awarded. content is relevant but not for the page count
Student Signature	Parkhantider Armeglicher

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY GRIEVANCES FORM (Level 1)

· 图:27.10.2021

: Indhuja V Vear Sem : m/V : 731619104019 CSE : : Object oniented Analysis and Design. : I did not draw class diagram for Exam negistration. So the mark is neduced. : Each Une Diogram RIS y you . POURSEAL KINGODE-637 215, will be given " 2ist. NAMAKKAL OL TAMIL NADU Page 7 bf 27

Name of the Student **Register** No Department Name of the Course Nature of Grievances

Action taken by Course faculty (& Date of action taken)

1 Immy

GRIEVANCES FORM (Level 2)

SARAMA P

Name of the Student

Register No

Department

Name of the Course

Nature of Grievances

Action taken by HoD & (Date of Action taken)

Student Signature

29/11/2021 Date:

731620105020 Year/Sem :

4FE •

ELECTRICAL MACHINES 2

The problem is partially conect

: No charge. 29.11.21

1. Vegn W21

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

GRIEVANCES FORM (Level 1)

Date: 29/11/ 3021

Name of the Student

Register No

Department

Name of the Course

Nature of Grievances

Action taken by Course faculty (& Date of action taken)

P. Aunga

: SARANYAP : 731620105020 Year/Sem : 11/ D EEE BLECTRICAL MACHINES . 1 The problem is particully correct, brive stop mark.

: No Change 29.11.22

:

RINCIPAL K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY. K S & KALVI NAGAR. TIRUCHENGODE-637 215, NAMAKKAL DI. TAMIL NADU. Termal 1/2

Page 8 of 27

K S R INSTITULE FOR ENGINEERING AND TECHNOLOGY MISSED TEST REQUISITION FORM (IAT-1/IAT-2/IAT-3)

Date 1.10:2021

ð	Name of the student	: Jagan. M	
a R	Year / Semester	: 2 nd / 3 rd	
	Department	IT	
	Name of the subject	ADC DM	
	Reasor: for Absent	Sports of D	

Approved by

uctor

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY MISSED TEST REQUISITION FORM (IAT-1 / IAT-2 / IAT-3)

Date :27-10-2021

SURYA PRAKASH.S
: 3rd XEAR/ 5th SENA.
: B-TECH. IT
: WIT
SPORTS OD

Approved by

Course Instru ctor

He NAMAKKAL DI, TAMIL NADU.

MISSED TEST REQUISITION FORM (IA-1/IA-2/IA-3)

 Date : 13/b/2020

 Name of the student : $A \cdot Stephan Haming$

 Year / Semester : $\overline{11-yean}/Weight Mark

 Department : Mechanical

 Name of the subject : <math>30MME$

 Reason for Absent : Fever

 Approved by

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY MISSED TEST REQUISITION FORM (1A-1/1A-2/1A-3)

HoD/MEC

	Date : 15-6-22	
Name of the student	: R. Vinith Singl	
Year / Semester	: II-year / IV	
Department	Mech	
Name of the subject	: MT-TI	
Reason for Absent	: Grand Mother Condolence]
	Approved by	

Course Instru

Cour

Class Advisor HoD/MECH

ERINCIPAL. K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, K S R KALVI NAGAR. TIRUCHENGODE-637 215, PageA400Kof 27. TAMIL NADU.

Date: 8/10/21 MISSED TEST REQUISITION FORM (IATI/IAT2/IAT3)

Name of the Student :	Gr. V. Ragavan
Register No	73161910602-8
Department :	ECE .
Name of Missed subjects	RES [.]
Reason for Absent:	Eeven
1	Approved by
Course instructor	Usive fully Property Class advisor
TT IR	

Note:

Missed test is allowed only once in a semester for <u>cithor</u> On duty issued in concern with the Principal OF medical issues and genuine reason.

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE-637 215, K S K KALVI NAGAR. NAMAKKAL DI. TAMIL NAUU. PRINC/PAL.

MISSED TEST REQUISITION FORM (IX-1/IA-2/IA-3)

Date : 30.09.24

Name of the student	P. ARUN KUMAR	
Year / Semester		
Department	: BE EEE	
Name of the subject	: mpmc	
Reason for Absent	: Voiraul feyer	
6	Approved by	۰.

tructor

()



K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY MISSED TEST REQUISITION FORM (IX-1/IA-2/IA-3)

Date : 1.10.21

Name of the student Ral.P : GOKULL Tth Year / Semester W : EEE Department : HVE Name of the subject : Reason for Absent Fever • Approved by TITUTE FOR S AND TECHNOLOGY. ENG akkal di. Course thy HoD/EE nctor Advisor

Page 12 of 27

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY MISSED TEST REQUISITION FORM (IA-1/IA-2/IA-3)

Date :25/10/21

Name of the student	:	MAHESH KUMAR RO
Year / Semester	:	
Department	:	CSE
Name of the subject	:	CNS
Reason for Absent	:	Feven
		Approved by
1.12		

CourseInstructor

HoD/CSE ass Advisor

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY MISSED TEST REQUISITION FORM (IA-1/IA-2/IA-3)

Date : 27.10.21

Name of the student	:	BARATH, P
Year / Semester	:	II/5#
Department	:	CSE
Name of the subject	:	TOL
Reason for Absent	:	hand foracturg-Account

Approved by

ourse Instructor

2 **Class Advisor**

HoD/CS

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, K S N KALVI NAGAR TIRUCHENGODE 637 215, NAMAKKAL DI, TAMIL NADD.

EXTERNAL GRIEVANCES

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY Tiruchengode

EXAMINATION CONTROL OFFICE

University/External Grievances

Nature of the Grievances Addressed

- Duplicate Grade sheet
- Student's name change
- Grade sheet correction
- Pending Grade sheets, Degree certificate
- Grade sheet for transfer students

22301632, 22357244 Off: 22357295, 22357296 ANNA UNIVERSITY E 22357286, 22357287 **CHENNAI 600 025** Fax: 91-44-22301134//22350291 Office of the Controller of Examinations coe@annauniv.edu E-mail: Date: 2 . 11 .20 22 Lr. No.7316/COE/C35/2022/33354 To From The Principal, The Controller of Examinations i/c, Anna University, Chennai - 600 025. Sir. Sub: Office of the Controller of Examinations - Anna University - Chennai -25 -- Sent - Reg. * * * * * * in respect of the following student(s) of The your college in the examinations held during Dec- 2018 is/are enclosed and the same may be arranged to be issued to the student(s) concerned immediately. Month & year Folio No. Course & Sem. SI. Reg. No. Name of Exams & Branch No. Date Vignesh.R Binech-DTD 731618205036 1-Dec/2018 AURIS67324 01.11-2022 K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY K S & KALVI NAGAR, TIRUCHENGODE-637 215, NAMAKKAL DI, TAMIL NADU. f CONTROLI ER TIONS i/c Encl.: 0 | .No(s) of Gradesheet -RIET - TIRUCHENGODE ard No 11.77 Received by incipal: 1. NOisson

(Approved by AICTE, New Delhi & Affiliated to Anna University) (CSE, EEE, ECE, MECH & IT Programmes accredited by NBA)

R. Srinivasan B.B.M., Chairman cum Managing Trustee

Dr. M. Venkatesan, M.E., Ph.D., Principal

DATE: 23-09-2022

Ref: 7316 - KSRIET/EXAM/ UNIV/GRADE/2022-2023/ODD/001

То

The Controller of Examinations, Anna University,

Chennai – 25

Sir,

Sub: Requisition to issue Ist semester grade sheet - Reg.

It is brought to your kind notice that Selvan. VIGNESH. R (Reg.No:731618205036) final year student of B.Tech Information Technology Department had received all his semester grade sheets (II, III, IV, V & VI Semester) except Ist semester grade sheet. While receiving Ist semester grade sheets of 2018 batch students, his register number is missing in that list. Hence, you are requested to issue his Ist semester grade sheet.

Thanking you,

Yours faithfully,

Dr.M. VENKATESAN, M.E., Ph.D., PRINCIPAL, KSR INSTITUTE FOR ENGINEERING AND TECHNOLOGY, K.S.R.KALVI NAGAR. TIRUCHENGODE - 637 215, NAMAKKAL DI, TAMIL NADU.

K S & KALVI NAGAR, TIRUCHENGODE-637 215. NAMAKKAL DL TAMIL NADU.

Encl:

- 1. Requisition letter from the student.
- 2. Copy of grade sheets of II, III, IV, V, VI semesters.
- 3. Copy of your letter & list for receiving grade sheets of Ist semester. K S R INSTITUTE FOR

K.S.R. Kalvi Nagar, Tiruchengode - 637 215, Namakkal Dist., Tamil Nadu, India. Tel: +91 - 4288 - 274773 | Fax: +91 - 4288 - 274773 | E-mail: admin@ksriet.ac.in | www.ksriet.ac.in



23.06.2022, Thok kavadi

From

R. Vignesh, [731618205036]. B. Tech [IT]/1/ th year, KSRIET, Tiruchengode,

10

The Exam Cell Coordinator, KSRIET, Tiruchengode,

Respected Sir,

Sub: - Regarding Marksheet.

AS, my first Semester' is till not be received from the Anna university. So, I kindly request you to apply in university Portal and get my 1st semester marks heet.

Thanking you, Recommended D. Balale 23/b/22 gresh.

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for CONTROLLER OF EXAMINATIONS i/c

1 ICIPAL. K Ś Ŕ INSTITUTE FOR ENGINEERING AND TECHNOLOGY, K Ś K KALVI NAGAR, TIRUCHENGODE-637 215, NAMAKKAL DI, TAMIL NAOU.

Encl.: 01 No(s) of <u>Certificate</u>

Received by 319

Page 20 of 27

(Approved by AICTE, New Delhi & Affiliated to Anna University) (CSE, EEE, ECE, MECH & IT Programmes accredited by NBA)



Chairman cum Managing Trustee

Dr. M. Venkatesan, M.E., Ph.D Principal

Ref: 7316 - KSRIET/EXAM/ UNIV/ GRADE/2021-2022/EVEN/001

DATE: 01-06-2022

To

The Controller of Examinations, Anna University, Chennai – 25 ·

Sir,

Sub: Requisition to issue 1st semester grade sheet - Reg.

It is brought to your kind notice that Selvi. **HEMALATHA DEVI.** P (Reg.No:731618104014) final year student of B.E. Computer Science and Engineering Department had received all her semester grade sheets (II, III, IV, V & VI Semester) except Ist semester grade sheet. While receiving Ist semester grade sheets of 2018 batch students, her register number is missing in that list. Hence, you are requested to issue her Ist semester grade sheet.

Thanking you,

Yours faithfully,

Dr.M. VENKATESAN.M.E. Ph.D

Dr.M. VENKATESAN, M.E., Ph.D PRINCIPAL, KSR INSTITUTE FOR ENGINEERING AND TECHNOLO K.S.R.KALVI NAGAR, TIRUCHENGODE - 637 215, NAMAKKAL DI, TAMIL NADU.

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, K S K KALVI NAGAR, TIRUCHENGODE-637 215, NAMAKKAL DI TAMIL NADU.

Encl:

- 1. Requisition letter from the student.
- 2. Copy of grade sheets of II, III, IV, V, VI semesters.
- 3. Copy of your letter & list for receiving grade sheets of Ist semester.

K.S.R. Kalvi Nagar, Tiruchengode - 637 215, Namakkal Dist., Tamil Nadu, India. Tel: +91 - 4288 - 274773 | Fax: +91 - 4288 - 274773 | E-mail: admin@ksriet.ac.in | www.ksriet.ac.in

Requisition Letter

From

P. Hemalatha Devi (131618104014) Final Year - CSE, KSR Institute for engineering and Technology, Timichengode.

To

The Principal, KSR Institute for engineering and Technology, Timuhengoale.

Respected Sir,

Sub : Requisition to Issue Ist Semester Grade sheet - Reg.

I am a student of IV Year BE-CSE, I has received the grade sheets of \overline{P} , \overline{U} , \overline{V} , \overline{Y} , \overline{N} Semester But still I chief not receive my Ist sem grade Sheet so, please consider this Letter and reque to provide my $\underline{\Gamma}^{\text{St}}$ semester gradesheet.

Thanking you

Yours obenlient Date: 31.05.2022 RINCIPAL. Place: Timichengoologiks R INSTITUTE FOR P. Hemalatha Devi K S & KALVI NAGAR, TIRUCHENGODE-637 215, NAMAKKAL OT, TAMIL NADU class Advisor Page 22 of 27 01 Principal

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(Approved by AICTE, New Delhi & Affiliated to Anna University) (CSE, EEE, ECE, MECH & IT Programmes accredited by NBA)

R. Srinivasan B.B.M.,

Chairman cum Managing Trustee

Ref: 7316 - KSRIET/EXAM/UNIV/CC/2021-2022/ODD/001

To

The Controller of Examinations,

Anna University,

Chennai - 25

Sir,

Encl:

Sub: Correction in Grade sheets and Certificates - Reg.

It is brought to your kind notice that the name of the following candidate is wrongly printed in all the semester grade sheets, Consolidated Statement of Grades, Provisional Certificate and Degree certificate. In this regard, we have enclosed Original semester grade sheets, Consolidated Statement of Grades, Provisional Certificate and Degree certificate and a Demand Draft of ₹3750/-. Hence, I request you to take necessary action for sending the new Grade sheets and Certificates.

Student Particulars

Register. No.	Regulation	Degree & Branch	Mistakes in all the certificates	Corrections to be made as per the proof		
731616104015	2013 B	B.E. CSE	INDRA PRIYADHARSHINI P	INDIRA PRIYADHARSHINI P		

Thanking You,

Yours Faithfully,

Dr. M. VENKATESAN, M.E., Ph.D. PRINCIPAL K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, K.S.R. KALVI NAGAR. TIRUCHENGODE-837 215, NAMAKKAL DI, TAMIL NADU.

- DD for ₹3750/-, DD No: "220548", dated 18-08-2021.
- Requisition letter from the student.
- Attested Copy of 10th mark sheet
- Original I, II, III, IV, V, VI, VII, VIII Semester Grade Sheets (Folio No;- AUV1444560, AUU1461577, AUT1326310, AUS1420965, AUR1093600, AUQ1165447, AUP1279778, AUO2480410)
- Original Provisional Certificate (Folio No:- AUO2480410)
- Original Consolidated statement of Grades (Folio No:- AUO2480410)
- Original Degree Certificate (Sl. No.:- MJ901713)

N. 6-7

PRINCIPAL K Ś R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

K.S.R. Kalvi Nagar, Tiruchengode - 637 215, Namakkal Dist., Tamil Nadu, India KALVI NAGAR. Tel: +91 - 4288 - 274773 | Fax: +91 - 4288 - 274773 | E-mail: admin@KSHETENG9PE.637(2) fet.ac.in

BG)+(KSRIET

Date: 18-08-2021

Dr. M. Venkatesan, M.E., Ph.D.,

Principal

From

P. Indéra Priyadharshéni, B.E. – CSE, KSR Institute for Engineering & Technology, Tiruchengede.

TO

The principal, KSR Institute for Engineering & Technology, Tiruchengode.

Subject : Request Letter for Name Correction

Respected Sir,

AS I was a student of (KSR Institute for Engineering & Technology) in the year 2020. I Write this letter to inform you that there is a mistake in all my Semester Marksheetse, My Name is (P. Indéra Priyadharshiri) but by mistake, you have Printed (P.Indra Privactharshini) on it. I request you edit my name moll Semester marksheets. 2 certificates 00 Submitted to the Sir, yours Truly, H.D.D. 182822021 P. Indira Priyacharshini 50 KSRINSTIDTEREERIND: 731616104015 Principal. K S & KALVI NAGAR. TIRUCHENGODE-637 215, NAMAKKAL DI, TAMIL NADU.

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