



Khandesh College Education Society's

Institute of Management and Research

"An Autonomous Institute Affiliated to K.B.C.N.M.U, Jalgaon"

NAAC Accredited 'A' (CGPA 3.17), NBA Accredited 'MBA' Program

Approved by AICTE New Delhi, Government of Maharashtra

Rules & Instructions for Redressal

[Read instructions carefully before filling the form]

Rules for the Verification of Marks:

- 1) The Candidate admitted at the KCES's Institute of Management and Research Jalgaon (Autonomous), & appeared in Examination, may apply to the Controller of Examination in the prescribed form for verification of marks of his/her answer-books.
- 2) The application form must accompanied with fees as prescribed by the Institute from time to time. Payment shall made in cash at the admin office to the cashier.
- 3) The Institute will consider the application only if it is received within a period mentioned in the notice for verification.
- 4) On receipt of application for verification, the following factors will be certified to ensure that:
 - All the answers of the questions are assessed by the examiner.
 - The total of the marks is correctly counted and recorded.
- 5) The result of the verification of marks may ordinarily be communicated to the candidate concerned, within a period mentioned in the notice for verification.
- 6) The marks obtained by the candidate in any individual question of section of the subject/course/paper/head of passing shall not be communicated.
- 7) If the candidate applies for demand of photocopy of answer book, then no need to apply for verification of marks for that paper code.
- 8) The fees once paid shall not be refunded.
- 9) For all types of online examinations, verification and Photo Copy is not applicable



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Rules and Procedure for demand of Photo copy / Xerox copies of Answer book(s)

- 1) The examinee shall be eligible to apply for the photocopy of maximum two answer books.
- 2) The Photocopy of answer book of practical examinations, viva-voce, dissertation, and thesis shall not be supplied to the examinee (s).
- 3) The Photocopy shall be supplied on the Payment of non-refundable fees as prescribed by the Institute of Management and Research (Autonomous), from time to time. P a y m e n t s shall be made in cash at the admin office to the cashier.
- 4) The prescribed application form duly filled in & signed by the applicant only shall be submitted to the concerned administrative office of the Institute within **the period mention in the notice. Incomplete or Incorrect application form shall be rejected without assigning any reasons.** The fees paid along with application form shall not be refunded.
- 5) The Institute of Management and Research (Autonomous), shall supply the photocopies within the period mentioned in the notice.
- 6) The detailed rules & procedure prescribed in the Maharashtra Public Universities Act 2016 are applicable.
- 7) The facility of obtaining photocopies of assessed and or moderated theory subject(s) answer book(s) is extended with a view to bring transparency in the examinations system.
- 8) The supply of photocopies of answer book is being an additional facility made available to the candidates.
- 9) Therefore, any delay in sending photocopy of answer book(s) due to any reasons beyond the control of the Institute shall not confer any right upon the candidates. The photocopies provided by the Institute shall not be published anywhere else with any mollified intentions.
- 10) The applicant examinee/s shall be sole custodian of the photocopies, so supplied and shall not be entitled to transfer the same to anybody for any purpose whatsoever. The examinee(s) shall further retain themselves from putting such photocopies to any misuse that might jeopardize the reputation of the Institute.
- 11) If any examinee/s is found indulged in any malpractice's and or has been punished on account of malpractices in the examination/s, he/ she will not be entitled to apply for obtaining photocopy of answer-books of any of the subjects / papers of that examination.
- 12) Student need not apply for verification for the codes if applied for photocopy.
- 13) For all types of **online examinations** verification and Photo Copy is not applicable.



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Rules for the Challenging the Evaluation

- 1) If any examinee is not satisfied with the marks awarded to him/her, he / she may challenge the same by applying to the Controller of Examinations, Institute of Management and Research (Autonomous) in the prescribed form within 7 days from the date of issuance of photo copy of Answer book by the Institute of Management and Research (Autonomous) in the prescribed form.
- 2) The examinee shall be required to submit separate application form for each examination.
- 3) The application for challenge to evaluation shall be accompanied by non-refundable fees as prescribed by the Institute from time to time per paper payable. Payment shall be made in cash at the admin office to the cashier.
- 4) If the marks awarded by the subsequent examiner vary/deviate by more than 10% of the maximum marks allotted to the particular paper, then the marks awarded by the subsequent examiner shall be awarded to the concerned examinee. Provided that fraction if any in calculation shall be made to next higher integer.
- 5) The detailed rules & procedure prescribed in the Maharashtra Public Universities Act 2016 are applicable.
- 6) For the purpose of this direction, Redressal of Grievance Mechanism shall be deemed to be an additional facility provided to the students/examinee with a view to improve upon their results of the previous examination. The Controller of Examinations, Institute of Management and Research (Autonomous), assuming that delay in the declaration of result for any reason whatsoever shall not confer any right for any admission to higher class which matter shall always be regulated with relevant rules & regulations framed by the Institute of Management and Research (Autonomous) time to time in that behalf.

Sd/-

Controller of Examinations

Institute of Management and Research (Autonomous)

Jalgaon