



Godavari Foundation's

DR. ULHAS PATIL MEDICAL COLLEGE & HOSPITAL,

Recognized by Medical Council of India, Approved by Central Govt. of India, New Delhi,
Letter no. MCI-34(41)/2012-med./158127, dated 05/02/2013

Affiliated to Maharashtra University of Health Sciences, Nashik [College Code-1306]

Jalgaon-Bhusawal Road, NH-6, Jalgaon Kh, Tal. & Dist. Jalgaon 425309


Tel. No. (0257)2366657, 2366678 Fax No. 0257-2366648

Email ID : dupmcj@yahoo.in Web Site : www.dupmc.ac.in

Number of student complaints/grievances about evaluation year-wise during the last one years,

Sr.no	Year	Examination	Type of Grievances	Number of students applied for Grievances
1	2021-22	Summer exam 16/7/22	Photocopy of theory answerbook and markslip of theory Answer books	06
			Verification or retotaling of marks	07
		Winter exam 18/1/23	Photocopy of theory answerbook and markslip of theory Answer books	01
			Verification or retotaling of marks	03
2	2022-23	Summer exam 27/6/23	Photocopy of theory answerbook and markslip of theory	00
			Verification or retotaling of marks	02




Dean
Dr. Ulhas Patil Medical College
& Hospital, Jalgaon Kh.



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GF/DUPMC/D.O/2022/ 797

Date:-30/09/2022

CIRCULAR

All the members of the EXAM GREIVANCE REDRESSAL COMMITTEE are informed that meeting is arrange in Deans office on 01/10/ 2022 at 3.00 pm

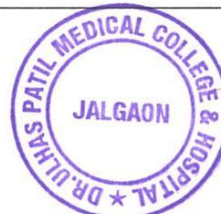
All members are requested to attend meeting.


Dean,

Dr. Ulhas Patil Medical College & Hospital, Jalgaon kh.

Copy to faculty

Sr. No	Faculty	Designation
1	Dean, N.S Arvikar	Chairman
2.	Dr. Amrut Mahajan	Member Secratary
3.	Mr. Shubhangi Ghule	Coordinator
4.	Dr. Vitthal Shinde	Member (Phase1)
5.	Dr. Devendra Chaudhary	Member(Phase2)
7.	Dr. Dilip Dhekale	Member (Phase3)
8.	Dr. Maya Arvikar	Member (Phase4)





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Email ID : dupmcj@yahoo.in Web Site : www.dupmc.ac.in

GF/DUPMC/D.O/ 2022/ 800

Date: 01/10/2022

EXAM GREIVANCE REDRESSAL COMMITTEE

Location - Deans office

Recorded by – Dr. Kailash Wagh

1. Meeting Attended By

Sr. No	Faculty	Designation
1	Dean, Dr. N.S.Arvikar	Chairman
2.	Dr. Amrut Mahajan	Member Secretary
3.	Mr. Shubhangi Ghule	Coordinator
4.	Dr. Vitthal Shinde	Member (Phase1)
5.	Dr. Devendra Chaudhary	Member(Phase2)
7.	Dr. Dilip Dhekale	Member (Phase3)
8.	Dr. Maya Arvikar	Member (Phase4)

2. Meeting Location-

Dr. Ulhas Patil Medical College & Hospital Jalgaon(Kh),Dean Office.

3. Meeting Start Time –

Meeting Schedule start time 3.00 p.m

4. Agenda

- To take note of the grievances happen in recent examinations.
- To ensure that exam related grievances are solved in time bound manner.

- iii. Coordination with central exam cell committee and all Departments to avoid exam related grievances.
- iv. Ensuring smooth conduct of Exam Grievances redressal committee.

5. Meeting End - Meeting Schedule end time 4.00 p.m



Chairman / Member Secretary
Dean
Dr. Ulhas Patil Medical College & Hospital, Jalgaon Kh.



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GF/DUPMC/D.O/2023/415

Date:-16/06/2023

CIRCULAR

All the members of the EXAM GREIVANCE REDRESSAL COMMITTEE are informed that meeting is arrange in Deans office on 19/06/ 2023 at 3.00 pm

All members are requested to attend meeting.

Dean

Dr. Ulhas Patil Medical College
& Hospital, Jalgaon kh.

Copy to faculty

Sr. No	Faculty	Designation
1	Dean, Dr. N.S. Arvikar	Chairman
2.	Dr. Amrut Mahajan	Member Secratary
3.	Mr. Shubhangi Ghule	Coordinator
4.	Dr. Vitthal Shinde	Member (Phase1)
5.	Dr. Devendra Chaudhary	Member(Phase2)
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GF/DUPMC/D.O/ 2023/ 421

Date: 19/06/2023

EXAM GREIVANCE REDRESSAL COMMITTEE

Location - Deans office

Recorded by – Dr. Kailash Wagh

1. Meeting Attended By

Sr. No	Faculty	Designation
1	Dean, Dr. N.S. Arvikar	Chairman
2.	Dr. Amrut Mahajan	Member Secratary
3.	Mr. Shubhangi Ghule	Coordinator
4.	Dr. Vitthal Shinde	Member (Phase1)
5.	Dr. Devendra Chaudhary	Member(Phase2)
7.	Dr. Dilip Dhekale	Member (Phase3)
8.	Dr. Maya Arvikar	Member (Phase4)

2. Meeting Location-

Dr. Ulhas Patil Medical College & Hospital Jalgaon(Kh),Dean Office.

3. Meeting Start Time –

Meeting Schedule start time 3.00 p.m

4. Agenda

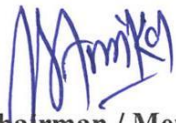
- To take note of the grievances happen in recent examinations.
- To ensure that exam related grievances are solved in time bound manner.

iii. Coordination with central exam cell committee and all Departments to avoid exam related grievances.

iv. Ensuring smooth conduct of Exam Grievances redressal committee.

5. Meeting End - Meeting Schedule end time 4.00 p.m




Chairman / Member Secretary
Dean
Dr. Ulhas Patil Medical College
& Hospital, Jalgaon Kh.



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GF/DUPMC/D.O/2023/ 619

Date:-22/09/2023

CIRCULAR

All the members of the EXAM GREIVANCE REDRESSAL
COMMITTEE are informed that meeting is arrange in Deans office on 25/09/ 2023 at
3.00 pm

All members are requested to attend meeting.


Dean
Dr. Ulhas Patil Medical College
& Hospital, Jalgaon kh.
Copy to faculty

Sr. No	Faculty	Designation
1	Dean, Dr. N.S.Arvikar	Chairman
2.	Dr. Amrut Mahajan	Member Secratary
3.	Mr. Shubhangi Ghule	Coordinator
4.	Dr. Vitthal Shinde	Member (Phase1)
5.	Dr. Devendra Chaudhary	Member(Phase2)
7.	Dr. DilipDhekale	Member (Phase3)
8.	Dr. Maya Arvikar	Member (Phase4)





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GF/DUPMC/D.O/ 2023/ 625

Date: 25/09/2023

EXAM GREIVANCE REDRESSAL COMMITTEE

Location - Deans office

Recorded by – Dr. Kailash Wagh

1. Meeting Attended By

Sr. No	Faculty	Designation
1	Dean, Dr. N.S. Arvikar	Chairman
2.	Dr. Amrut Mahajan	Member Secretary
3.	Mr. Shubhangi Ghule	Coordinator
4.	Dr. Vitthal Shinde	Member (Phase1)
5.	Dr. Devendra Chaudhary	Member(Phase2)
7.	Dr. Dilip Dhekale	Member (Phase3)
8.	Dr. Maya Arvikar	Member (Phase4)

2. Meeting Location-

Dr. Ulhas Patil Medical College & Hospital Jalgaon(Kh),Dean Office.

3. Meeting Start Time –

Meeting Schedule start time 3.00 p.m

4. Agenda

- To take note of the grievances happen in recent examinations.
- To ensure that exam related grievances are solved in time bound manner.

- iii. Coordination with central exam cell committee and all Departments to avoid exam related grievances.
- iv. Ensuring smooth conduct of Exam Grievances redressal committee.

5. Meeting End - Meeting Schedule end time 4.00 p.m



A handwritten signature in blue ink, appearing to be "A. Patil".

Chairman / Member Secretary

Dean
Dr. Ulhas Patil Medical College
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SOP for Exam Grievance Redressal Committee

A Exam Grievance Redressal committee is formed at college. This committee looks after complaints received from the students, takes necessary action against wrong things happening in college and examinations in time bound manner and ensures the efficiency.

Process of handling Exam related grievances for internal assessment examination.

For internal assessment examination students can reach out to teacher concerned who solves students grievance related to examination like retotaling like of marks, revaluation of certain answers or whole answer sheet.

For transparency a copy of the answer sheet corrected by the teacher is provided and students are explained about expected answers along with weightage of marks while calculating. If desired, model answers are provided to students. If the student is still not satisfied with the explanations he can ask for a review by the head of Department.

Even after review by the Head of Department if student feels aggrieved he/she can file a written appeal to the grievance redressal committee clearly stating the reasons and justification for his/her objections. The committee discusses and give a hearing to the appellant before deciding the matter appropriately and the same will be conveyed to the appealing student. A candidate who is not satisfied with the decision of the committee at college level can appeal to the University for redressal of his grievances.

The whole process is time bound and efficient as committee ensures that the whole process is completed within 10 days of the declaration of the result. Application must be submitted within 5 days of declaration of result and committee submit its report within 5 days of receiving of application.

University also has a grievance redressal committee which looks after the grievance of the students regarding college. Students can address his grievances regarding college in confidentiality and the complaint is resolved in a proper time bound manner is looked after by that committee. The decision made by that grievance committee is final and obligatory.

If any student is absent for the internal assessment examinations, the committee decide appropriateness of the reason for absence of the student for the examination. It looks after



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sickness certificates or some other important reason submitted by the student. After verifying the genuineness of the reason for the absence, the committee may allow the candidate to appear for the additional examination. This facility is available to fairly absent cases only and no betterment examination is conducted for any failure student.

Process of handling exam grievances at university level.

For final university examination by University, students can apply for reverification of totaling of marks for theory/practical examination within 7 days from the declaration of result which is disposed within 7 days of its receipt. No revaluation of answersheets is done as University follows the CAP (Central Assessment Program) System for evaluation of answer sheets and double evaluation of answers are already done at university level

For transparency if wished by student university provides photocopy or markslips of the answer book if candidate or student makes application to the university within seven days of the declaration of results. Such applications are submitted in college and forwarded to the university. Online payment system for supplication is available at www.muhs.ac.in. Photocopy or Markslips of Theory Answer-book or Verification/Retotalling of marks will be forwarded to the College by the University.

The process is time bound and efficient as College hand-over it to the respective candidate within 7 working days and maintain record of candidates signature with date of receipt.



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Sr. No	Designation	Roles & Responsibilities
1.	Chairman	<ul style="list-style-type: none">To form the committeeTo maintain the committee structureTo see for smooth function
2.	Member Secretary	<ul style="list-style-type: none">To carry out meetings time to timeTo maintain smooth functions
3.	Coordinator	<ul style="list-style-type: none">To coordinate the meetingsTo see for number of grievance in each examTo make amendments in functioning to reduce grievances
4.	Member (Phase 1)	<ul style="list-style-type: none">To solve grievances in time bound manner
5.	Member (Phase 2)	<ul style="list-style-type: none">To solve grievances in time bound manner
6.	Member (Phase 3)	<ul style="list-style-type: none">To solve grievances in time bound manner
7.	Member (Phase 4)	<ul style="list-style-type: none">To solve grievances in time bound manner



Chairman & Member Secretary

Dean
Dr. Ulhas Patil Medical College
& Hospital, Jalgaon Kh



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Exam Grievance Redressal Document

2021-2022	No. of grievances	Name of student, Course & year	Type of query	Action taken
Summer exam 16/7/22	6	1. Pawar Vikrant Sanjay, (I MBBS) 2. Khan Nehan Ambareen Muzammil, (I MBBS) 3. Farooqui Sharmeen Kausar Vaseefuddin, (I MBBS) 4. Khan Faizan Shaukat, (I MBBS) 5. Kapil Rajesh Kashikar, (III/II MBBS) 6. Shubham Shrikisan Doifode, (III/II MBBS)	Photocopy of theory answerbooks alongwith mark-slips of theory answer-books	Query resolved
	7	1. Patil Shreyas Ravindra, (I MBBS) 2. Patil Rajvi Dilip, (I MBBS) 3. Pawar Vikrant Sanjay, (I MBBS) 4. Ghumare Charvi Shivshankar, (I MBBS) 5. Khan Nehan Ambareen Muzammil, (I MBBS) 6. Farooqui Sharmeen Kausar Vaseefuddin, (I MBBS) 7. Kapil Rajesh Kashikar, (III/II MBBS)	Verification/ Retotaling of marks	Query resolved
Winter Exam 18/1/23	1	1. Shaikh Huzaifa Shaikh Aqueel, II MBBS	Photocopy of theory answerbooks alongwith	Query resolved

			mark-slips of theory answer-books	
	3	1.Badgujar Pranay Mohan, (I MBBS) 2.Khachane Isha Nilesh, (I MBBS) 3.Shaikh Huzaifa Shaikh Aqueel, (II MBBS)	Verification/ Retotaling of marks	Query resolved
2022-2023	No. of grievances	Name of student, Course & year	Type of query	Action taken
Summer exam 27/6/23	00		Photocopy of theory answerbooks alongwith mark-slips of theory answer-books	
	02	1.Naik Kunal Garvarsing, III/II MBBS 2.Sawarkar Shriyanshu Balkrishna, III/II MBBS	Verification/ Retotaling of marks	Query resolved



(Handwritten signature)

Dean
Dr. Uhas Patil Medical College
& Hospital, Jalgaon Kh.