



AMRUTVAHINI INSTITUTE OF MANAGEMENT & BUSINESS ADMINISTRATION,

P.O. Sangamner S.K.(422608)

A/p -: Nashik Pune Highway, Amrutnagar (Ghulewadi) Tal- Sangamner, Dist-A'Nagar

Phone No:(02425) 259015, 259255 ,NAAC Accredited & ISO 9001:2015 Certified Institute

Fax No.(02425) 259015 DTE Code:- 5324, Savitribai Phule Pune University Code:- 0581

www.amrutaimba.org E-mail : directoraimba@yahoo.in



Amrutvahini Institute of Management and Business Administration, Sangamner

Approved BY AICTE New Delhi, Permanently Affiliated to Savitribai Phule Pune University & NAAC
Accredited Institute

SELF STUDY REPORT

Amrutvahini Institute of MBA Sangamner, 2.5.1. Grievance Redressal System





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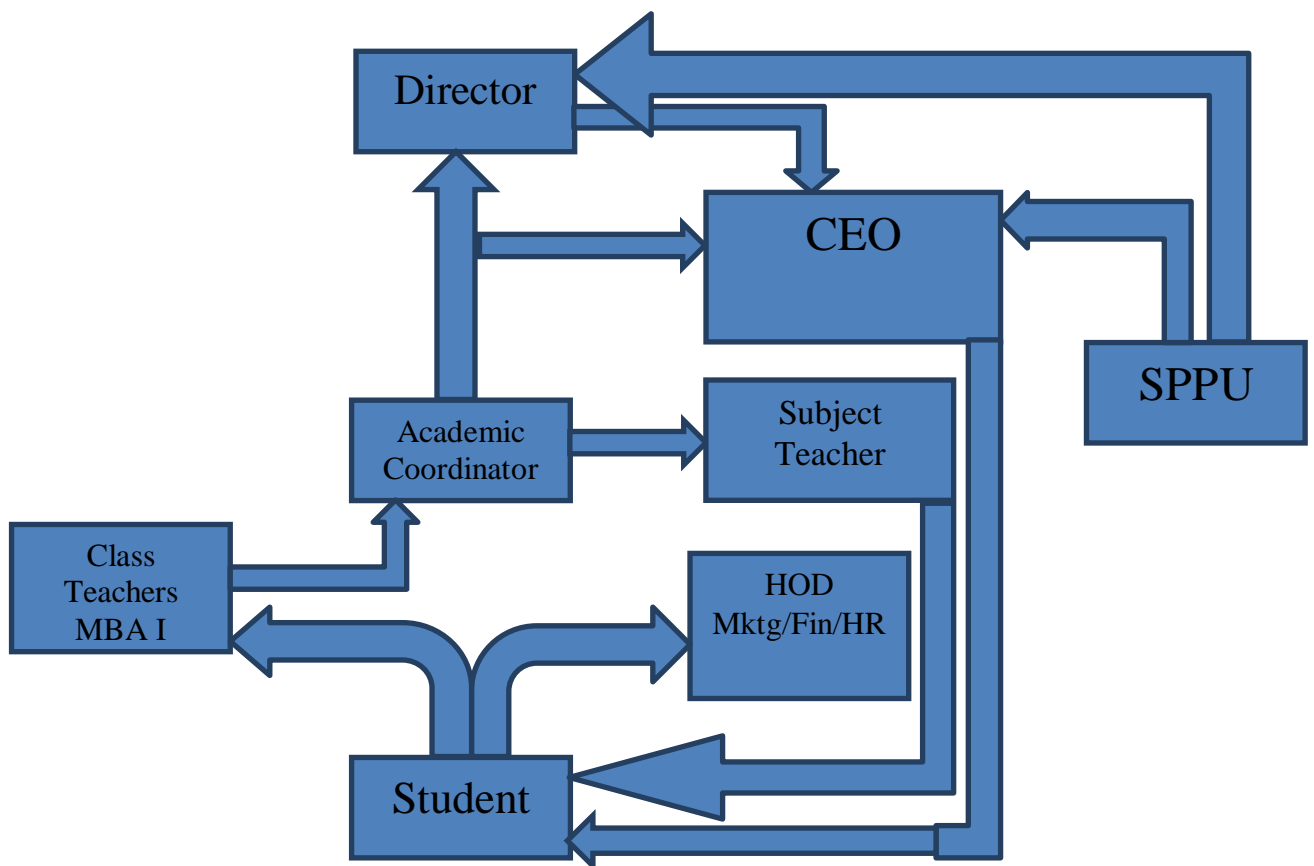
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2.5.1. Grievance Redressal System

Exam Grievance Information Flow Chart





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Exam Grievance committee is formed to resolve the exam related issues. The following are the members of the committee.

Director(Chairman),CEO,Academic Coordinator, HODs of each specialization, staff secretary and Student section Clerk.(*Meeting is conducted once in a Academic year*).

To avoid the exam related problems precautions and the action are discussed in the meeting and find solutions like exam form should be checked by the respective class teachers and the HODs before the submission in the student section of the institute.

Students communicate the exam related issues to their ClassTeachers/HOD,if any.HODs inform subject teachers to resolve the problem, Class teachers forward the application of the student to the academic coordinator. Academic coordinator inform to the subject teacher if issue is related with internal exam.If issue is related to external exam it is communicated to director and CEO.

As per the directions of Director, CEO of the institute is keeping the record of the same and communicating the issues through webmail to sppu and takes the feedback till issue is resolved.After the SPPU communication and action student informed about the resolved issue.Time taken to resolve the issue is 5 working days.



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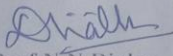
Meeting Notice

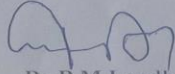
11/04/2023

All the Examination Grievance Redressal Committee members are hereby informed that EGRC Meeting is scheduled on 11/04/2023 at 4.00 pm in AIMBA Meeting Hall. Kindly Note.

Agenda

- 1.Review of Previous meeting.
- 2.To Change the Examination Grievance Redressal policy,if any.
3. To discuss the issues of the students related to Examination.
- 3.Any other issues with the prior permission of the chair.


Prof.N.N.Dighe
CEO,AIMBA


Dr.B.M.Londhe
Director



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EGRC Minutes of Meeting

Date : 11/04/2023

Time: 04.00 pm

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Sr. No.	Agenda	Minutes
1	Review of Previous meeting.	Director has taken the review of previous meeting and check whether the Defined EGR policy is implemented in proper way?
2.	To Change in Examination Grievance Redressal policy,if any..	Nil.
3.	To discuss the issues of the students related to Examination.	Director sir has taken the review of the issues raised by the students and issues solved by the committee members.
4.	Any other issues with the prior permission of the chair	Director has given instruction to the class teachers to make First year students aware about the Exam culture of AIMBA and also help while filling the Exam forms.

Examination Grievance Redressal Committee Members:

Dr.B.M.Londhe

Director

Prof.N.N.Dighe

CEO,AIMBA

Dr.N.S.Bhand

HOD(HR)

Prof.L.D.Shah

HOD(Fin)

Prof.R.B.Satpute

HOD(Mtkg)

Prof. G. N. S. G.
Class Teacher Div -A

Class Teacher Div -B

Prof. D.B.Wakchaure



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**Various Exam related Grievances received from student
and resolved within stipulated period**



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Application.

Date: 12/01/2022

To, Director,
Amrutvahini Institute,
OF MBA
Sangamner.

Applicant Name:- Bhangare Dipak Sanjay

Subject :- Regarding MBA Exam form 2021-22

Dear Sir,
While filling my MBA Exam form I request received the message Course Enrollment failed you cant enroll for this course because you already enrolled for one full time course. You can not enroll for same course type e.g. two full time courses or two part time courses.

I request you to consider my application & allow me to fill the Examination form.

Bhangare
Your faithfully
Bhangare Dipak Sanjay

Allowed,

AD
12/11



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DTE CODE - 5324

NAAC Accredited

ISO 9001 : 2015 Certified Institute

SPPU CODE - 0581

Ref. AIMBA /

Date : 11/01/2022

TO,
The Deputy Registrar,
Dept of Examination
SPPU,Ganeshkhind Pune

Subject : Regarding the ExamForm (IMMA016490)

Dear Sir,

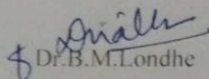
Our MBA I Year Student Bhangare Dipak Sanjay willing to fill the examination. But on our system shows the message Course enrollment fail, already enrolled for one fulltime course. Please make his earlier course as- completed and allow him to Fill the Exam form.

Student Details are as follows.

Course Completed:

S.N	Particulars	Details
	PRN NO:	1011800366
	Eligibility NO:	12017125110
	Seat No:	17323
	Course Completed	BBA

Thanking You.


Dr. B.M. Londhe

Director

Amrutnagar, Post : Sangamner (S.K.) - 422608, Tal.: Sangamner, Dist.: Ahmednagar, (M.S.)

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Page: _____
Date: 11

To
The Principle
AIMBA Sangamner
422608

Subject :- problem in Exam form submission

Applicant :- pagar Rushikesh Datta

Respected Sir,

I am the student of AIMBA Collage from MBA first year. I am facing issue in exam form filling & unable to fill it.

I have completed my graduation BBA-IB in 2021, but in university portal it showing that the course is not completed.

So I request you to give the letter to university for update my profile

Seat No :- 13312
PRN No :- 1031901173
Eligibility No :- 12018304965
Contact No :- 8956001521
Course Name :- BBA-IB (International Business)

Yours faithfully



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Ref. AIMBA /

Date : 11/01/2022

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The Deputy Registrar,
Dept of Examination
SPPU,Ganeshkhind Pune

Subject : Regarding the ExamForm (IMMA016490)

Dear Sir,

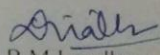
Our MBA I Year Student Pagar Rushikesh Datta willing to fill the examination. But on our system shows the message Course enrollment fail, already enrolled for one fulltime course. Please make his earlier course as- completed and allow him to Fill the Exam form.

Student Details are as follows.

Course Completed:

S.N	Particulars	Details
	PRN NO:	1031901173
	Eligibility NO:	12018304965
	Seat No:	13312
	Course Completed	BBA-IB

Thanking You.


Dr.B.M.Londhe

Director

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To
The Director
AIMBA
Sangamner.

Subject :- Request Letter for
Name correction.

Respected sir,

I am Akshay Nandkumar Avhad studying in first year MBA my name in the the University Record is spelled wrongly as Avhad Akashay Nandkumar now it is also wrongly printed in my university Result.

sir I Request please correct My name in university Record Avhad Akshay Nandkumar sir make sure That my Result will come with correct name

I will be Thankful for your help.

Your faithfully
Akshay Nandkumar.
Avhad.



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ISO 9001 : 2008 Certified Institute

Ref. AIMBA / 235

Date : 29 / 06 / 2022

TO,

The Deputy Registrar,
Dept of Examination
SPPU, Ganeshkhind Pune

Subject : Chang in the Name of Student (IMMA016490)

Dear Sir,

While filling the Examination Form of our MBA I/II Year Student Avhad Akshay Nandkumar it has been observed that there is misspelled in the First Name / Last Name / Fathers Name/ Mothers name.

So I request for making the expected changes in the First Name of the student.

Student Details are as follows.

Pattern: MBA 2019

S.N	Particulars	Details
1	PRN NO:	2052103111
2	Eligibility NO:	12021251789
3	Seat No:	30532
4	Student Name	Avhad Akshay Nandkumar
5	Misspelled in	AKASHAY
6	Expected Correction	AKSHAY

Thanking You,


Dr.B.M.Londhe
Director

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