



# Don Bosco Institute of Technology

[ ENGINEERING COLLEGE ]

Don Bosco Institute of Technology, Kurla, Mumbai

(Approved by AICTE & Affiliated to University of Mumbai)

## Redressal of Grievances

The process for redressal of grievance is as follows:

- For smooth conduction of all examinations, the Institute appoints an Internal Assessment (IA) coordinator or Senior Supervisor (for ESE) and Junior Supervisors.
- Grievances related to IA tests are handled by the respective subject teacher.
- However, if not convinced, the student can approach the Head of the department (HoD) and get the query clarified. If required, the HoD can approach the Principal.
- Similarly, grievances related to third year and fourth year end semester examinations are handled by the Principal in coordination with the examination cell.
- Grievances related to orals and practical exams, errors in marksheets or convocation certificates are forwarded to the University through proper channels. For any post examination queries, the student shall have to apply to the University in writing within fifteen days after declaration of the result.
- Grievances related to first year and final year end semester examinations are reported to the University of Mumbai (UoM). The student can ask for a photocopy and revaluation of the paper to the University, according to the procedure mentioned by the UoM.

**Dr. Sudhakar Mande**  
**Principal**  
**DBIT**



DBIT / Examination Cell / Grievance Redressal Procedure