

Criterion 2- Teaching- Learning and Evaluation

Key Indicator- 2.5 Evaluation Process and Reforms

2.5.2 Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

Assessment Year 2023-24

Supporting Documents:

1. Grievance Redressal form
2. Students grievances pertaining to internal and external examinations





Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)

Accredited by National Assessment and Accreditation Council (NAAC)

(Mechanism to deal with Internal exam related Grievances)

Academic Year 2023-24





Jagannath International Management School

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Grievance Redressal Form





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INTERNAL EXAMINATION GRIEVANCE FORM

Grievance Raised By

Name of the student:		Enrolment Number:
Course:	Semester:	Sign of Student

Description of Exam Related Grievance:-

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Investigation of Exam Related Grievance:-

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Investigation done by

Name:	Name:
Designation:	Designation:
Contact No.	Contact No.
Sign:	Sign:

Corrective Action Taken:-

.....

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.....

.....

Name and Signature

EXAM DEPARTMENT HEAD



Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

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JIMS Kalkaji is an affiliated institute of Guru Gobind Singh Indraprastha University. The Institute has limited role in resolving the external exam grievance of the students. The grievances / issues received by the Exam Department of JIMS Kalkaji are forwarded to GGSIPU for relevant action.





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Students Grievances





Jagannath International Management School

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Accredited by National Assessment and Accreditation Council (NAAC)

Assessment year 2023-24

Odd Semester

(August - December 2023)





Jagannath International Management School

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BBA





GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

(A State University established by the Govt. of NCT of Delhi)

Sector-16-C, Dwarka, New Delhi-110078



F. No. GGSIPU/J.R(Admissions)/Misc/32/2023/ 4830

Dated 30/11/2023

To,

Director/Principal
Jagannath International Management School
MOR Pocket 105 Kalkaji
New Delhi

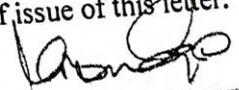
Subject:-Amendment/Correction in the Student's Name/Father's Name.

Sir,

With reference to the Student application no. nil dated 22.11.2023, application no. nil dated nil duly forward by you on the subject, cited above, it is to inform that your request has been considered and as requested the necessary corrections, based on the record/documents as per 10th class certificate issued by CBSE, have been carried out/ corrected/amended in the University Academic Records as per the details given in the below mentioned table

S. No.	Student Details before correction	University Enrollment No.	Course/ Inst/YOA	Correction required in	Name after Amendment/Correction	
					From	To
1.	Puneet DHINGA S/O Jagdish Lal	04814101723	BBA/JIMS-K/23	Student's Name	Puneet DHINGA S/O Jagdish Lal	Puneet DHINGA S/O Jagdish Lal
2.	Diya Ramtri D/O NA	02314101719	BBA/JIMS-K/19	Father's Name	Diya Ramtri D/O NA	Diya Ramtri D/O Anil Kumar Ramtri

This is for your kind information and further necessary action at your end please. Discrepancy, if any, observed may be communicated to the undersigned within a week/immediately of issue of this letter.


Dr. Vijay Kumar
Deputy Registrar (Admissions)

- Copy forwarded to the following for necessary action:-
1. Controlled of Examinations, GGSIP University for needful action.
 2. Controller of Finance, GGSIP University
 3. EDP Cell, Academic Branch, GGSIP University
 4. Concerned Student through, Institutes/Director/Principal.
 5. Guard file.


Narendra Singh
Assistant Registrar (Admissions)

9/12/23

Jagannath International Management School
Kalkaji, New Delhi - 110019

Subject: Request Application for Issue of No Backlog
Certificate

Dear Sir / Ma'am,

I Tanya Bisht, enrolment number 00914101719
of course BBA (G) batch year 2019-22 request
your good self to kindly issue the No Backlog
certificate in ~~am~~ ~~my~~ my name. I want to
apply for higher education and I will
require the above-said document.

Yours sincerely

Tanya Bisht

Date: 21/11/23

Date: 21st November 2023

BACKLOG SUMMARY

This is to certify that Ms. Tanya Bisht Roll No. 000914101719 D/o Mr. Raghuvver Singh Bisht was student of Bachelor of Business Administration at Jagannath International Management School, Kalkaji affiliated to Guru Gobind Singh Indraprastha University (GGSIPU). She studied in the institute from 2019-2022.

She has earned 140 credits during the programme against the minimum requirement of 132 credits. As per her result attached, she had no Backlog in Bachelor of Business Administration.



Dr. Anuj Verma
(Director)





Jagannath International Management School

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Accredited by National Assessment and Accreditation Council (NAAC)

B.Com (H)



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The Director

JIMS

Kalcaji, New Delhi

110019

Subject - Issue of no backlog certificate.

Sir.

With due respect I Kunal Bhandari student of B.Com (Hons.) batch of 2020/2023 request you to issue a no backlog certificate to me for my higher studies as the institute where I am applying is asking for that certificate - kindly issue as earliest as possible. I will be highly obliged to you.

Thanking you.

Yours faithfully

Kunal Bhandari

B. Com (Hons.)

Enrollment no. 02914188820

Mob. - 9773867767

22/11/23



Jagannath International Management School

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Date: 22nd Nov 2023

BACKLOG SUMMARY

This is to certify that Mr. Kunaal Bhandari Roll No. 02914188820 S/o Mr. Surinder Bhandari, was student of Bachelor of Commerce (Honours) at Jagannath International Management School, Kalkaji affiliated to Guru Gobind Singh Indraprastha University (GGSIPU). He studied in the institute from 2020-2023. He has earned 148 credits during the programme against the minimum requirement of 140 credits. As per his result attached, he had no Backlog in Bachelor of Commerce (Honours).

Dr. Anuj Verma
(Director)



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector 16-C, Dwarka, New Delhi - 110078
EXAMINATION DIVISION: CONDUCT BRANCH

GGSIU/Exam/Conduct-II/14/2023

Sr. No _____ (for office use only)

Date: 20.11.2023

To,
The Controller of Examinations
Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, New Delhi - 110078



Subject: Request for Grant of Special Silver Jubilee Chance

Respected Sir,

I Raja Atul Singh admitted in B.COM(H) Programme in 2014 Year (Batch from 2014 to 2017) and failed to complete my programme within permissible period (N + 2 etc.). Therefore, I sincerely request you to kindly grant me one SPECIAL SILVER JUBILEE CHANCE in order to appear in End Term Examination (December 2023 - January 2024 & June - July 2024) for award of degree.

The following are the details of my subjects in which I am desirous of appearing:

(PLEASE FILLED IN CAPITAL LETTERS ONLY)

PROGRAMME: <u>B.COM(H)</u>		
TOTAL NUMBER OF PAPERS TO APPEAR: <u>FOUR</u>		
MINIMUM NO. OF PAPERS REQUIRED FOR AWARD OF DEGREE: <u>THREE</u>		
NUMBER OF ACADEMIC BREAKS AVAILED SO FAR: _____		
S.NO.	PAPER CODE (ODD SEMESTER/ ANNUAL)	SUBJECT NAME
S.NO.	PAPER CODE (EVEN SEMESTER/ ANNUAL)	SUBJECT NAME
	<u>888104</u>	<u>MICRO ECONOMICS</u>
	<u>888106</u>	<u>BUSINESS MATHEMATICS</u>
	<u>888110</u>	<u>BUSINESS STATISTICS</u>
	<u>888204</u>	<u>CORPORATE ACCOUNTING</u>

STUDENT DETAILS:

Name	<u>RAJA ATUL SINGH</u>
Enrolment No	<u>0252458814</u>
Institute Name	<u>JIMS KALKAJI</u>
Residential Address	<u>106-N, POCKET-4, MAYAPUR VIHAR PHASE -I, DELHI - 110091</u>
Contact Numbers Residential & Mobile	<u>9818005231</u>
Email	

FEE DETAILS:

Continuation Fee (Rs.) (a)	Odd Semester/Annual Fee (Rs.1200/- per paper) (Challan Number & Date) (b)	Even Semester/ Annual Fee (Rs.1200/- Per Paper) (Challan Number & Date) (c)	TOTAL (Rs.) (a+b+c)
<u>10,000/- (Fixed)</u>		<u>4800/-</u>	<u>14800/-</u>

I undertake that I have furnished the above information correctly.

Raja atul singh
(Signature of Student)

Verified by
Director of the Institute
Signature and Stamp
Dated _____





Jagannath International Management School

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Accredited by National Assessment and Accreditation Council (NAAC)

Assessment year 2023-24

Even Semester

(January - July 2024)





Jagannath International Management School

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BBA



DATE - 11 - January - 2024

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
GOLF COURSE ROAD, SECTOR 16C
DWARKA, DELHI, 110078.

SUBJECT:- Request for sealed official Transcript. (on tathal basis)

Respected Sir/Ma'am,

I am pleased to say that I have graduated from your prestigious University in 2020 with a degree in Bachelors in Business Administration (BBA) from Jagannath International Management School, Kalkaji (JIMS), Delhi.

I wish to bring to your notice that I am working with Chetu India Private Limited, Noida from past 2 years as Team Lead - Human Resources Generalist. My Organization is transferring my employment to its UK branch office in Birmingham (United Kingdom). To process the visa application for this, my company has requested for a Degree Transcript. So this request is to you to kindly process this application of official sealed Transcript.

I am enclosing the photocopies of my degree certificate, and marksheet of all semesters along with consolidated marksheet for your reference.

Thanking You

Yours Sincerely, Jhaank

Jhalak Kaul

Roll No - 00914101717

Contact No. - 9540801860.



To

HOD (UG Division)

JIMS, Kalkaji

New Delhi

Date: Friday, 12th January 2024

Subject: Letter Regarding Grant of Degree Verification for ICBS, U.K.

Dear Sir

I, Arjun Mishra (BBA Evening, 2020 Batch), am writing this letter in order to request you to kindly grant me permission with regards to sending a confirmation of degree letter to Imperial College Business School, London so that they can verify my academic credentials in order to provide me an unconditional offer letter for the MSc in Economics and Strategy for Business (Term 2024-2025).

Dear Team
Please do the needful
Prashant Kumar
12-1-2024

Thanking You

Regards.

Arjun Mishra



Jagannath International Management School

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(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)

Accredited by National Assessment and Accreditation Council (NAAC)

B.Com (H)





GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16C, DWARKA, NEW DELHI - 110078

EXAMINATION DIVISION

Application Form for Certified Copy of Evaluated Answer Sheet(s)

Important Note: The filled in application form with the requisite fee @ Rs. 3,000/- per paper duly forwarded by the Dean of concerned USS or Director/ Principal of concerned affiliated institute, should be submitted to office of the Controller of Examinations, Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi – 110078, within 15 days from the date of declaration/ notification of the respective results.

1	Name of the Student/ Applicant:	Urvil Manish Shah				
2	Name of Father/ Guardian: (as stated in the University records)	Manish Shah				
3	Enrollment Number of Student/ Applicant:	0041488821				
4	Name of the USS/ Affiliated Institute:	Jagannath International Management School, Kal				
5	Programme/ Course:	B.COM honours. (Batch-21-24)				
6	Year and Month of Examination:	January, 2024				
7	Date of Declaration/ Notification of Result:	15 February, 2024				
8	Date of Application:	16 February, 2024				
9	Address for Correspondence:	402, Lal Jyoti Apt. Sec-9 Rohini, New Delhi				
10	Phone Numbers:	8048696121 9560192292				
11	Email ID:	SHAHURVIL1717@gmail.com				
12	Details of the Fee submitted, Amount (in Rs.):					
13	Indian Bank Challan No./ Online Fee Transaction ID No.: (Attach Challan / Online Fee Receipt in Original)					
14	Bank account details for refund of re-checking fee, if any, as per clause 6(F) of the Regulation.					
15	Bank Account Number & Name of the Bank Account holder:					
16	Name of the Bank and the Branch:					
17	Description of Answer Sheet requested for Certified Photocopy:					
	Semester	Paper Code & Subject	Marks Obtained in the Paper			
			Theory		Practical	
			Max. Marks	Marks obtained	Max. Marks	Marks obtained
(i)	5 th	B.COM 313 Basics of Econometrics	100	33		
(ii)						
(iii)						
(iv)						
(v)						
(vi)						
18	<p>Undertaking by the applicant: I do hereby undertake that I shall strictly abide by the University rules & regulations governing re-checking, inspection & provision of certified photocopies of evaluated answer sheets. Further I do hereby undertake that neither shall I indulge in any act which may be prejudicial to the maintenance, preservation, safety and security of the answer sheets nor shall I resort to any unauthorized or improper use of information received pursuant to this request in any manner which is likely to prejudicially affect the interests of the University or its functionaries nor shall I engage in any uncalled argument with the official facilitating the inspection of answer sheets.</p> <p align="right">Signature of the Applicant</p>					
19	Dean/ Director/ Principal of USS/ Institute					
20	Space for official use:					



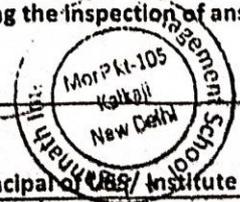


GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
 SECTOR 16C, DWARKA, NEW DELHI - 110078

EXAMINATION DIVISION

Application Form for Inspection of Evaluated Answer Sheet(s)

Important Note: The filled in application form with the requisite fee @ Rs. 2,500/- per paper duly forwarded by the Dean of concerned USS or Director/ Principal of concerned affiliated institute, should be submitted to office of the Controller of Examinations, Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi – 110078, within 15 days from the date of declaration/ notification of the respective results.

1	Name of the Student/ Applicant:	MAHEK SHARMA				
2	Name of Father/ Guardian: (as stated in the University records)	VINEET KUMAR SHARMA				
3	Enrollment Number of Student/ Applicant:	02024588822				
4	Name of the USS/ Affiliated Institute:	Jagannath International Management Kalkaji				
5	Programme/ Course:	B.COM - H (Batch 22-25)				
6	Year and Month of Examination:	January, 2024				
7	Date of Declaration/ Notification of Result:	15 February 2024				
8	Date of Application:	19 February 2024				
9	Address for Correspondence:	J-582, Kalkaji (Baru Marg 110061)				
10	Phone Numbers:	9599867764				
11	Email ID:	MAHEKSHARMA2210 @ GMAIL . COM				
12	Details of the Fee submitted, Amount (in Rs.):					
13	Indian Bank Challan No./ Online Fee Transaction ID No.: (Attach Challan / Online Fee Receipt in Original)					
14	Bank account details for refund of re-checking fee, if any, as per clause 5(G) of the Regulation.					
15	Bank Account Number & Name of the Bank Account holder:					
16	Name of the Bank and the Branch:					
17	Description of Answer Sheet requested for Inspection:					
	Semester	Paper Code & Subject	Marks Obtained in the Paper			
			Theory		Practical	
			Max. Marks	Marks obtained	Max. Marks	Marks obtained
(i)	1 st	B.COM 105 Quantitative, Commerce	100	39		
(ii)						
(iii)						
(iv)						
(v)						
(vi)						
18	<p>Undertaking by the applicant: I do hereby undertake that I shall strictly abide by the University rules & regulations governing rechecking, inspection & provision of certified photocopies of evaluated answer sheets. Further I do hereby undertake that neither shall I indulge in any act which may be prejudicial to the maintenance, preservation, safety and security of the answer sheets nor shall I resort to any unauthorized or improper use of information received pursuant to this request in any manner which is likely to prejudicially affect the interests of the University or its functionaries nor shall I engage in any uncalled argument with the official facilitating the inspection of answer sheets.</p>					
					Signature of the Applicant	
19	 					
20	Space for official use:					



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

(A State University established by the Govt. of NCT of Delhi)

Sector-16-C, Dwarka, New Delhi-110078

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F. No. GGSIPU/J.R.(Admissions)/Misc/39/2023/308

Dated 05/03/24

To,

Director/Principal
Jagannath International Management School
MOR Pocket 105 Kalkaji
New Delhi

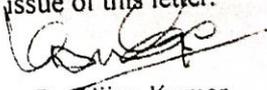
Subject:-Amendment/Correction in the Father's Name.

Sir,

With reference to the Student application no. nil dated 11.12.2023 duly forward by you on the subject, cited above, it is to inform that your request has been considered and as requested the necessary corrections, based on the record/documents as per 10th class certificate issued by CBSE, have been carried out/ corrected/amended in the University Academic Records as per the details given in the below mentioned table

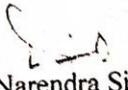
S. No.	Student Details before correction	University Enrollment No.	Course/ Inst/YOA	Correction required in	Name after Amendment/Correction	
					From	To
1.	Tanisha Dudeja D/O Charanjeet Dudeja	019245888 23	B.Com(H)/JIMS-K/23	Father's Name	Tanisha Dudeja D/O Charanjeet Dudeja	Tanisha Dudeja D/O Charanjeet

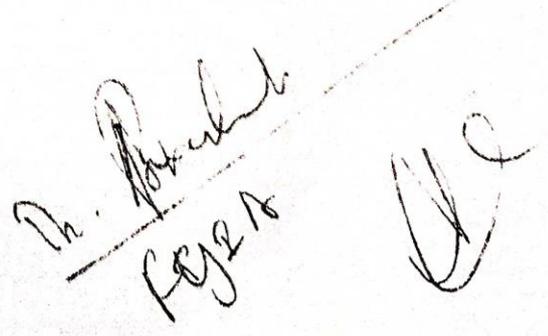
This is for your kind information and further necessary action at your end please. Discrepancy, if any, observed may be communicated to the undersigned within a week/immediately of issue of this letter.


Dr. Vijay Kumar
Deputy Registrar (Admissions)

Copy forwarded to the following for necessary action:-

1. Controlled of Examinations, GGSIP University for needful action.
2. Controller of Finance, GGSIP University
3. EDP Cell, Academic Branch, GGSIP University.
4. Concerned Student through, Institutes/Director/Principal.
5. Guard file.


Narendra Singh
Assistant Registrar (Admissions)



Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019

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Accredited by National Assessment and Accreditation Council (NAAC)

00.05.2021

To,

Controller of Examination
Examination Department
Guru Gobind Singh Indraprastha University
Sec. 16-C, Dwarka, New Delhi-110078



Sub: Students detail for re-issue of Degree B.Com (H) Degree Batch 2019-22 (141 & 245)

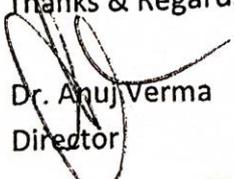
Dear Sir,

With reference to the above stated subject, kindly find enclosed the student detail

S.No	ROLLNO	STUDENT NAME	STUDENT NAME HINDI	Remarks
1	04314188819	Prabhat Kataria	प्रभात कटारिया	Degree Received with wrong photo (updated Photo sending in the mail)

Kindly do the needful.

Thanks & Regards


Dr. Anuj Verma
Director

Encl : Original Degree & Photo copy of provisional & Consolidated Marksheets



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16C, DWARKA, NEW DELHI - 110078

EXAMINATION DIVISION

Application Form for Rechecking of Evaluated Answer Sheet(s)

Important Note: The filled in application form with the requisite fee @ Rs. 1,000/- per paper duly forwarded by the Dean of concerned USS or Director/ Principal of concerned affiliated institute, should be submitted to office of the Controller of Examinations, Guru Gobind Singh Indraprastha University, Sector-16C, Dwarka, New Delhi - 110078, within 15 days from the date of declaration/ notification of the respective results.

1	Name of the Student/ Applicant:	SARTHAK CHHAUDA				
2	Name of Father/ Guardian: (as stated in the University records)	JATINDER CHHAUDA				
3	Enrollment Number of Student/ Applicant:	35514188821				
4	Name of the USS/ Affiliated Institute:	JIMS Kalkaji				
5	Programme/ Course:	B. COM (HONS)				
6	Year and Month of Examination:	JAN 2024				
7	Date of Declaration/ Notification of Result:	15 FEB 2024				
8	Date of Application:	27 FEB 2024				
9	Address for Correspondence:	F-72/SECTOR 16DL FARIDABA				
10	Phone Numbers:	9717367893, 9310141298				
11	Email ID:	SarthakChhauaSch19@gmail.com				
12	Details of the Fee submitted, Amount (In Rs.):					
13	Indian Bank Challan No./ Online Fee Transaction ID No.: (Attach Challan / Online Fee Receipt in Original)					
14	Bank account details for refund of re-checking fee, if any, as per clause 5(G) of the Regulation.					
15	Bank Account Number & Name of the Bank Account holder:					
16	Name of the Bank and the Branch:					
17	Description of Answer Sheet requested for Rechecking:					
	Semester	Paper Code & Subject	Marks Obtained in the Paper			
			Theory		Practical	
			Max. Marks	Marks obtained	Max. Marks	Marks obtained
(i)	III	888209 HRM	75	21	25	18
(ii)						
(iii)						
(iv)						
(v)						
(vi)						
18	<p>Undertaking by the applicant: I do hereby undertake that I shall strictly abide by the University rules & regulations governing re-checking of evaluated answer sheets. Further I understand that scope of rechecking of evaluated answer sheets covers correction of totaling mistakes and evaluation of unevaluated answers only.</p> <p align="right"><i>Sarthak</i> Signature of the Applicant</p>					
19	<p>Dean/ Director/ Principal of USS/ Institute</p> <p align="center"></p>					
20	Space for official use:					