



॥ सा विद्या या विमुक्तये ॥

WCEM, EXAMINATION CELL

WCEM/Exam/Revaluation/ESE/Sum-25/01

Date: 18/06/2025

NOTICE

End Semester Examination Summer-2025

Grievance Application Process

The semester-II Students of BTech, MTech, MBA, and MCA can apply for the Grievance of a maximum of two papers as per the following guidelines:

Form Submission Process:

1. The **Grievance Form** is available on the college website: <https://www.wcem.edu.in/> under the **Student Portal**.
 - a) Navigate to: **Student Profile → Exam → Exam Application**
 - b) **Select Exam Type → Grievance and Select Session → Summer-2025**
2. After submitting the Grievance Form, **pay the fees through Online Mode only.**
 (Note: Cash payments will not be accepted for Grievance Form.)
3. For fees payment go to **Pay Exam fees and pay fees.**
4. Take a **printout** of the submitted form from: **Exam → Exam History**
5. For **verification**, students must submit a **hard copy** of the **Grievance Form** along with the following documents:
 - a) Semester-II Marksheet
 - b) **Online Payment Receipt**

❖ **Schedule for Xerox Copies of Answer Sheets**

♦ Step 1: Apply for a Xerox Copy of the Answer Sheet (Online Form)			
Start Date	End Date	Fees	Issue of Xerox
18/06/2025	23/06/2025	₹300/- per paper	25/06/2025 (will be available in the office)

❖ **Schedule for Revaluation of Answer Sheets**

♦ Step 2: Apply for Revaluation (Online form)			
Start Date	End Date	Fees	Revaluation Result
25/06/2025	28/06/2025	₹500/- per paper	on or before 03/07/2025 (Online)

Copy to:

1. Dean Academics
2. All HoD's
3. Valuation Centre
4. Admin Office (Cash Counter)
5. Admin Office Students Section

Issued by

Prof. Sachin Y. Zade

Controller of Examinations

Controller of Examinations
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 Engineering and Management
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