

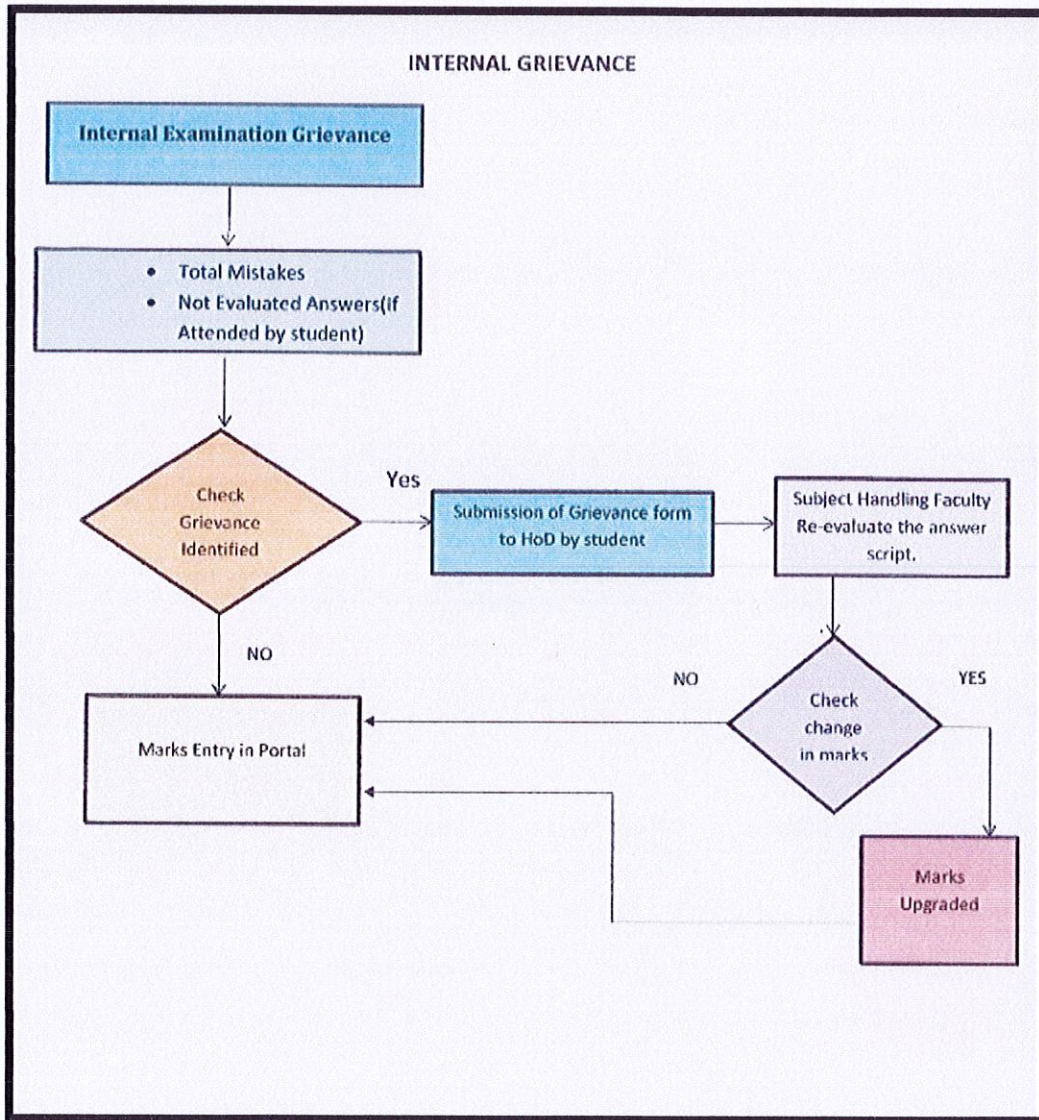
### 3. Internal Assessment Grievance Process



**AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING**



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"Nizara Educational Campus" Muthapudupet, Avadi-IAF, Chennai - 55.



*M-2*  
**PRINCIPAL**  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

## 4.External Assessment Evaluation Grievance Process

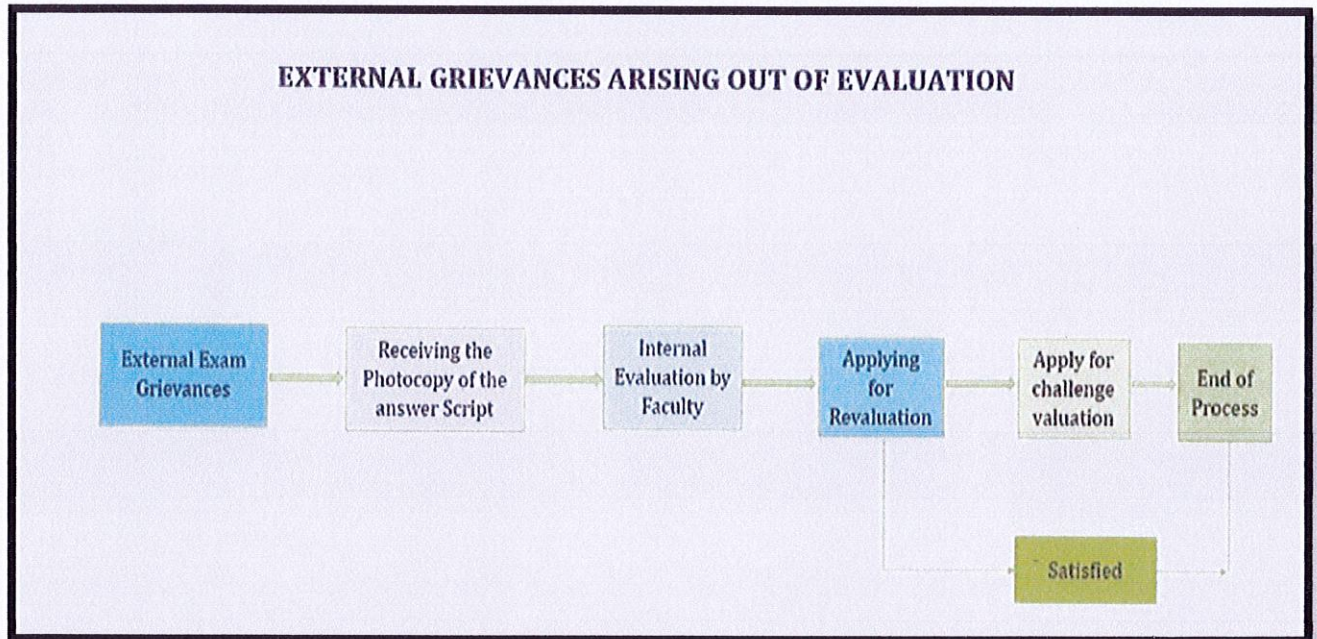


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**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

# 24. Anna University External Grievances

## AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING



### EXAM CELL EXTERNAL GRIEVANCES ACADEMIC YEAR 2021 - 2022



S. NO.	REG NO.	STUDENT NAME	DEPT	REF. NO.	EXTERNAL GRIEVANCE
1	110117104005	AHAMED SUFYAN N	CSE	AMST/ENGG/DC/ 2021-2022	ISSUE OF DUPLICATE GRADE SHEET
2	110117103018	11. Attendance Sheet MOHAMMED FAREEDUDEEN H	CIVIL	AMST/ENGG/Corr /2021-2022	NAME CORRECTION IN ORIGINAL CERTIFICATE
3	110117106039	MOHAMMED RAGHADAN	ECE	AMST/ENGG/Corr /2021-2022	NAME CORRECTION IN ORIGINAL CERTIFICATE
4	110118114008	AKASH.R	MECH	AMST/ENGG/Corr /2021-2022	SUBJECT MISSING IN THE GRADE SHEET
5	110116114087	SHAKEEL AHAMED M S	MECH	AMST/ENGG/Corr /2021-2022	CHANGE IN GRADE IN THE SUBJECT ME6005
6	110118104704	SUBHASHINI S	CSE	AMST/ENGG/Corr /2021-2022	CHANGE IN GRADE IN THE SUBJECT CS8592
7	110120105313	MOHAMMED RASHEED M	EEE	AMST/ENGG/Corr/ 2021-2022	CORRECTION OF DATE OF BIRTH IN UNIVERSITY RECORDS

*P. N. S.*  
20/6/22  
EXAM CELL COORDINATOR

Co-ordinator  
Exam Cell  
Aalim Muhammed Salegh College of Engg.  
Chennai-600 055

*Docthis*  
20/6/2022  
PRINCIPAL

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING  
AVADI, IAF, MUTHAPUDUPET  
CHENNAI 600 055

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COLLEGE OF ENGINEERING



# AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING

Approved by All India Council for Technical Education - New Delhi  
Affiliated to Anna University, Chennai  
NAAC Accredited Institution

"NIZARA EDUCATIONAL CAMPUS", MUTHAPUDUPET, AVADI - IAF, CHENNAI - 600 055.

AMST/ENGG/DC/2020-21

12.04.2022

## Controller of Examinations

Anna University,  
Chennai-600 025

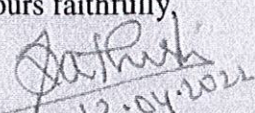
Sir,

Sub: Issue of Duplicate Grade Sheet-Reg.

-----  
This is with reference to our college student named **HAMEED RAHMAN M** bearing university Registration No.110118114014 who is pursuing IV year B.E. Mechanical Engineering Degree course during this academic year 2021-2022, the student has lost his statement of Grades of 1<sup>st</sup> semester (Nov / Dec 2018) and has submitted an application for obtaining duplicate certificate. We are enclosing a IDBI Bank D.D.No.008707 dated: 08.04.2022 for Rs.300/- along with an application form for issuing Duplicate Statement of Grades and request you to do the needful.

Kindly acknowledge the receipt.

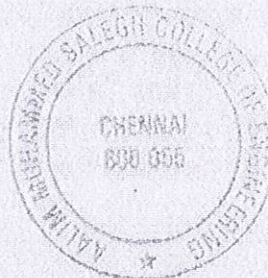
Yours faithfully,

  
12.04.2022  
**Prof. Dr. S. SATHISH**  
PRINCIPAL

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING

Encl:-

1. Application form.
2. IDBI Bank D.D.No.008707 for Rs.300/- dated: 08.04.2022.
3. Copy of Aadhaar Card.



  
**PRINCIPAL**  
**AALIM MUHAMMED SALEGH**  
**COLLEGE OF ENGINEERING**

AYEE

Washermanpet, Chennai - Old Door No:167, New Door No: 88, Gollapudi Aharam Road, Old Washermanpet, Tondiarpet Chennai Tamil Nadu - 600021

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ON DEMAND PAY CONTROLLER OF EXAMINATION, ANNA UNIVERSITY,

को या उनके आदेश पर OR ORDER

रुपये THREE Hundred only

प्राप्त मूल्य के लिए

अदा करें ₹ \* \* \* \* \* 300.00

खाता सं / A/C No. 30100010050 \* Not Over INR. 300.00 \*

अदा करें / FOR VALUE RECEIVED  
कृते आईडीबीआई बैंक लिमिटेड / For IDBI BANK LTD.

Pur: HAMEED RAHMAN M



M. ACC

A. Nagesh

प्राधिकृत हस्ताक्षरकर्ता  
Authorised Signatory  
एम  
कम सं. / Sr. No.  
MAR . M

प्राधिकृत हस्ताक्षरकर्ता  
Authorised Signatory  
कम सं. / Sr. No.  
32072

Payable at par at all IDBI Bank Branches in India

अद्व. सं. / FIN-135549

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COLLEGE OF ENGINEERING



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**OFFICE OF THE CONTROLLER OF EXAMINATIONS  
ANNA UNIVERSITY, GUINDY, CHENNAI - 600 025.**

**APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE**

Certificate for which applied for \* ... I Semester Grade Sheet Details of payment made

Degree & Branch ... BE (Mechanical Engineering) Demand Draft No. 008707

College through which Studied / Studying ... Aalim Muhammed Salegh College of Engineering D. D. Date : 08-04-2022

Bank : IDBI Bank

Amount paid Rs. : 300/-

1. Name of the Student ... HAMEED RAHMAN . M

2. Register Number ... 110118114014

3. Sex ... Male

4. (a) If applying for duplicate Statement of Marks, fill in the Month and Year of Exam for which mark statement is required. ... Applying for I Semester Grade sheet (Nov/Dec 2018)

(b) If applying for duplicate degree certificate, fill the

i. Month and Year in which qualified for the degree ... No

ii. Date of convocation in which the degree was conferred ... No

(c) If applying for duplicate provisional certificate / consolidated statement of marks fill in the Month & Year of last appearance in which qualified for the degree. ... No

5. Circumstances under which the certificate was lost. ... Missing

6. Whether the prescribed affidavit has been enclosed with the application ... Yes

7. Address to which the certificate is to be sent. ... No: 72/1, 64A, Patel Nagar, 1<sup>st</sup> Street, Tondiarpet, Chennai - 600 081

Place: Chennai

Date: 12/4/2022

Signature of the Candidate

FOR OFFICE USE ONLY

Certificate issued on :

Prepared by :

Folio No. :

Examined by :

Date on which the D.D. was sent to Finance Section :

Controller of Examinations.

\* Write as Degree Certificate / Statement of marks / Provisional certificate / Consolidated statement of marks.

(for Instructions see over leaf)

**PRINCIPAL  
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COLLEGE OF ENGINEERING**

P.T.O

DECLARATION TO BE FILED FOR ISSUE OF DUPLICATE CERTIFICATE

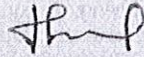
Declaration of Thiru / Selvi.....Hameed Rahman, M.....

1. I.....Hameed Rahman, M..... Son / Daughter of  
.....Mohamed Iqbal..... aged.....21..... Years,  
an old student / student of BE (Mechanical Engineering) degree of Aalim Muhammed Salegh College of Engineering  
college with Register number.....110118114014..... and residing at.....72/1, b.A.A.,  
.....Patel Nagar, 1<sup>st</sup> Street, Tondiarpet, Chennai - 600 081.....  
do hereby solemnly and sincerely state as follows.

2. My (i)\* Statement of Marks / Grade Sheet issued relating to the Examinations held during Nov/Dec 2018  
(ii)\* Degree Certificate issued at the Convocation held on.....  
(iii)\* Provisional Certificate / Consolidated Statement of Marks / Grades issued by the  
Anna University has irrevocably been lost / destroyed.
3. I file this declaration for the purpose of receiving duplicate certificate.
4. I will return immediately the duplicate certificate(s) to the University once my original certificate(s)  
is / are recovered later.
5. The facts stated are true and correct to the best of my knowledge and if found false by the University,  
I shall abide by the decision of the University.

Place: Chennai

Date: 12/4/2022

  
SIGNATURE OF THE CANDIDATE

Witness with address:

- 1) Jasaluk Raj 14/04/22 HABEED RAHMAN NP/MECH  
Deputy warden  
AMSCE Men's Hostel, Muthupudupet, Avadi - 600 081
- 2) Sauvik Hossain 12/04/22 SAUVIK HOSSAIN  
Warden  
AMSCE Men's Hostel, Muthupudupet, Avadi - 600 081

  
PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



இந்திய அரசாங்கம்

Government of India



இந்திய தனிப்பட்ட அடையாள ஆணைய அமைப்பு  
Unique Identification Authority of India

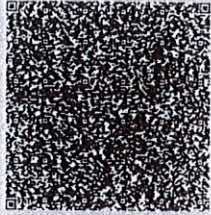
பதிவேட்டு எண்/ Enrolment No.: 0000/00742/95018

Download Date: 21/05/2021

To  
ஹமீது ரஹ்மான் மு  
Hameed Rahman M  
Mohamed Iqbal  
72/1 64 A  
1st street  
Patel Nagar  
Tondiarpet  
Tondiarpet  
Chennai Tamil Nadu - 600081  
9710022222

Issue Date: 21/05/2021

Digitally signed by AALIM MUHAMMED SALEGH  
UNIQUE IDENTIFICATION  
AUTHORITY OF INDIA 04  
Date: 2021.05.21 18:44:14  
UTC



உங்கள் ஆதார் எண் / Your Aadhaar No. :

7055 3739 5633

VID : 9102 5287 5536 0374

எனது ஆதார், எனது அடையாளம்



இந்திய அரசாங்கம்  
Government of India



Download Date: 21/05/2021



ஹமீது ரஹ்மான் மு  
Hameed Rahman M  
பிறந்த நாள்/DOB: 27/12/2000  
ஆண்/ MALE

Issue Date: 21/05/2021

7055 3739 5633

VID : 9102 5287 5536 0374

எனது ஆதார், எனது அடையாளம்



Government of India



தகவல்

- ஆதார் அடையாளத்திற்கான சான்று குடியறிமைக்கு அல்ல.
- பாதுகாப்பான QR குறியீடு, ஆன்லைன் XML / ஆன்லைன் அங்கீகாரத்தைப் பயன்படுத்தி அடையாளத்தை சரிபார்க்கவும்.
- இது எலக்ட்ரானிக் செயல்முறை மூலம் தயாரிக்கப்பட்ட கடிதமாகும்.

### INFORMATION

- Aadhaar is a proof of identity, not of citizenship.
- Verify identity using Secure QR Code/ Offline XML/ Online Authentication.
- This is electronically generated letter.

- ஆதார் நாடு முழுவதிலும் செல்லுபடியாகும்.
- பல்வேறு அரசு மற்றும் அரசு சாரா சேவைகளை எளிதில் பெற ஆதார் உதவுகிறது.
- உங்கள் மொபைல் எண் மற்றும் மின்னஞ்சல் ஐடியை ஆதாரில் புதுப்பிக்கவும்.
- mAadhaar செயலியைப் பயன்படுத்தி உங்கள் ஸ்மார்ட் போனில் ஆதாரை எடுத்துச் செல்லுங்கள்.

- Aadhaar is valid throughout the country.
- Aadhaar helps you avail various Government and non-Government services easily.
- Keep your mobile number & email ID updated in Aadhaar.
- Carry Aadhaar in your smart phone – use mAadhaar App.



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Government of India



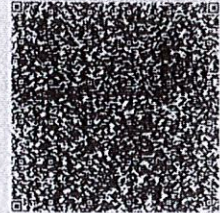
Unique Identification Authority of India

முகவரி:

முகமது இக்பால், 72/1 64 ஏ, 1வது தெரு,  
பட்டெல் நகர், தண்டையார்பேட்டை,  
சென்னை,  
தமிழ் நாடு - 600081

Address:

Mohamed Iqbal, 72/1 64 A, 1st street, Patel  
Nagar, Tondiarpet, Chennai,  
Tamil Nadu - 600081



7055 3739 5633

VID : 9102 5287 5536 0374

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COLLEGE OF ENGINEERING





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"Nizara Educational Campus" Muthapudupet, Avadi-IAF, Chennai - 55.

## Students Grievances through External - Anna university online portal

Anna University

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CANDIDATES DOWNLOADS /  
INSTRUCTIONS

CONTACT

REGISTRATION

LOGIN



### Instructions to the Candidates

- \* Candidate must apply through online ONLY.
- \* Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of the certificate.
- \* Fee once paid will not be refunded or adjusted for any other certificate under any circumstances.
- \* Duplicate Certificate is to be surrendered to the University immediately if the Original Certificate is recovered later.
- \* Duplicate Provisional Certificate will not be issued after receiving Degree Certificate.
- \* Correction / Damaged certificates to be send to the COE office along with PDF generated during the application. Processing will be done only after receiving the certificates.
- \* Duplicate Provisional Certificate will not be issued after receiving Degree Certificate.
- \* Correction / Damaged certificates to be send to the COE office along with PDF generated during the application. Processing will be done only after receiving the certificates.
- \* Candidates requesting name correction in Degree Certificate must apply for all the certificate correction.
- \* If any irrelevant file(s) is uploading in the application, the application will not be considered for processing.
- \* Registration for UG,PG and Ph.D Separately [different Mail id's]

Anna University

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### Downloads

Procedure for applying Photo Correction in Certificates

Application for Change of Photograph in Certificates

Duplicate Certificate - Witness Form (PDF)

Instructions to the Candidates (PDF)

Fee Details (PDF)

Disclaimer & Policy

Designed and developed by: National Informatics Centre, Chennai.

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## External Grievance - Student online services in Anna University Portal

  
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AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



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"Nizara Educational Campus" Muthapudupet, Avadi-IAF, Chennai - 55.

## DECLARATION TO BE FILED FOR ISSUE OF DUPLICATE CERTIFICATE

Declaration of Thiru / Selvi.....

1. I..... Son / Daughter of  
.....aged.....Years,  
an old student / student of..... Degree of .....  
college with Register number.....and residing at.....  
.....  
do hereby solemnly and sincerely state as follows.

2. My (i)\* Statement of Marks / Grade Sheet issued relating to the Examinations held during .....  
(ii)\* Degree Certificate issued at the Convocation held on.....  
(iii)\* Provisional Certificate / Consolidated Statement of Marks / Grades issued by the  
Anna University has irrevocably been lost / destroyed.
3. I file this declaration for the purpose of receiving duplicate certificate.
4. I will return immediately the duplicate certificate(s) to the University once my original certificate(s)  
is / are recovered later.
5. The facts stated are true and correct to the best of my knowledge and if found false by the University,  
I shall abide by the decision of the University.

Place :

Date :

SIGNATURE OF THE CANDIDATE

Witness (1) Name : \_\_\_\_\_

## Application for Duplicate Certificate - Template

PRINCIPAL  
AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING



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"Nizara Educational Campus" Muthapudupet, Avadi-IAF, Chennai - 55.

Instructions\_to\_the\_candidates.pdf

1 / 2 100%

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**ANNA UNIVERSITY, CHENNAI 600 025**

**Student Online Services [SOS]**

**Instructions to the Candidates:**

- Candidate must apply only through ONLINE.
- Application form should be complete in every aspect. Failure to furnish correct details may cause delay in the issue of the certificate and it will lead to the rejection.
- Fees once paid will not be refunded or adjusted for any other certificate under any circumstances.
- Duplicate Certificate is to be surrendered to the University immediately if the Original Certificate is recovered later.
- Duplicate Provisional Certificate will not be issued after the conduct of the Convocation and Award of Degree.
- Verification of Provisional Certificate will not be entertained after the conduct of the Convocation and Award of Degree.
- Correction needed / damaged certificates (originals) to be sent to the office of the Controller of Examinations along with PDF copy of the application form generated during the ONLINE application submission.

## Instructions to Candidates for Student online Grievance Services

*M/S*

**PRINCIPAL**  
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**COLLEGE OF ENGINEERING**




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"Nizara Educational Campus" Muthapudupet, Avadi-IAF, Chennai - 55.



## Anna University, Chennai

### Office of the Controller of Examinations

### Pre- Examination Monitoring System

Welcome JANANI M !!

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- PROFILE
- EXAM SCHEDULE
- REG.PREVIEW
- ASSESSMENT
- EXAM RESULTS
- ELECTIVE
- GRIEVANCE

#### Student Profile

Register Number	110122104038
Name	JANANI M
Institution	1101 - AALIM MUHAMMED SALEGH COLLEGE OF ENGINEERING
Branch	104-B.E. Computer Science and Engineering

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Grievance tab in Anna University student portal



## ANNA UNIVERSITY

### CHENNAI-600025

### CONTROLLER OF EXAMINATIONS

All communications shall be sent only to registered email address. Once the registration process is completed, you can't modify the registration details . (Ex: photo, mail id, and mobile number, etc.).

Email ID \*

Confirm Email ID \*

Enter the Captcha \*

Reload captcha

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AALIM MUHAMMED SALEGH  
COLLEGE OF ENGINEERING