



**Zeal Education Society's**  
**ZEAL COLLEGE OF ENGINEERING & RESEARCH, PUNE – 41**

(An Autonomous Institute Affiliated to Savitribai Phule Pune University)

NAAC Accredited with A+ Grade / ISO 21001:2018



**Department: Examination**

**SEM - Odd SEM / Even SEM**

**Academic Year: 20 - 20**

**Date:**

To  
The Controller of Examinations (CoE),  
ZCOER, Narhe, Pune – 41

Subject: Submission of **Exam Query Form** Regarding Examination Result.

Respected Sir/Madam,

I have carefully reviewed my result and found discrepancies/issues (*other than revaluation*), which I would like to bring to your kind attention. The details of my queries along with my personal details are as follows:

**A) Personal Details:**

1. Name of the Student: .....
2. Program (Branch): .....
3. Program Year: .....
4. ZPRN: .....
5. Mobile: .....
6. Email ID: .....

**B) Discrepancies Details:**

1. Course Name & Code: .....
2. Nature of the discrepancies: [Specify the issue, e.g., missing marks, incorrect total, discrepancy in grade allotment, absence of internal marks, etc.]  
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3. **Supporting Documents:** Attach a copy of your grade card (if available), any relevant proof, or previous records to support your claim (if any).

I kindly request you to consider my application for necessary review and appropriate action. I shall be grateful for your kind assistance in this matter.

Sign of the student



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**Investigation done by (Office use only)**

1. Name: .....
2. Designation: .....
3. Contact Number: .....

**Corrective action taken (Office use only):**

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Sign of the staff

**Remark by Controller of Examination (CoE)**

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Sign of the CoE