



**ZEAL EDUCATION SOCIETY'S
ZEAL COLLEGE OF ENGINEERING AND RESEARCH
NARHE | PUNE -41 | INDIA**



Record No.: ZCOER/EXAM

Revision: 00

Date: 01/04/2021

Exam Query Form for F.Y. B.Tech of ODD SEM AY 2024-25, SEM-I (Autonomy)

Department: Examination

Academic Year: 2024 – 2025

Date: 19.02.2025


ZCOER/AD/EXAM/249

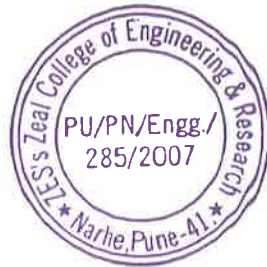
All **First-Year B. Tech** students are hereby informed that if they have found any discrepancies or issues in their online examination results (**Other than revaluation**), they may submit an **Exam Query Form** for necessary verification and correction. Students must submit their queries **within two days from the date of declaration of the online result to the examination department**. Late form will not be considered.

The **Exam Query Form** is attached to this notice. Students are required to fill out the form completely and submit it to the examination department within the stipulated time.

In case if further assistance required, contact the **Examination Department in working hours**.

- 1) Email: exam.zcoer@zealeducation.com
- 2) Phone: 020-67206130


Controller of Examination,
ZCOER




Principal,
ZCOER



**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

