

## Redressal of student grievances

To be transparent, the internal assessment committee ensures the preparation of question papers, administration of tests, distribution of answer sheets, announcement of results, and transfer of grades to the academic cell for further processing. As internal tests are part of 'Assessment for learning', answer sheets after assessment are shown to students and invites any complaint/grievance regarding the assessment of the paper. Students are advised and provided the opportunity to improve their performance if they do not perform well in the test. Further, to maintain transparency and address grievances, the institute has created 'Grievance redressal' committee to look into any matter or query raised by students including examinations. The committee is headed either by the Dean of Instruction or any Senior Professor of the Institute.

To,  
HOD, DESM  
RIE, Bhopal

P-343  
02/05/2022

Date : 28/04/22

SUB: Unable to attend the Internal examination from 17th May 2022 due to my scheduled SSB from 16th May to 22nd May 2022 (Centre-Varanasi)

Respected Sir,

I, Kalpana Panda, student of B.Sc. B.Ed. VIII SEM (CBZ) of RIE, Bhopal, request your kind self to grant me leave from 16th May to 22nd May due to my shortlisting in SSB through AFCAT. Hence, I won't be able to attend my internal exams scheduled from 17th May 2022. I appeal your kind self to grant me leave and reschedule my internal examination accordingly.

I will be very obliged for the same.

Thanking You

Yours Sincerely,

Kalpana Panda

B.Sc. B.Ed. VIII SEM - CBZ

May be permitted  
is for recommendation  
of Internal Exam  
Principal. 02/05/22

Kindly see the possibility  
of Internal Exam  
14/5/22

As A.K. Singh

As Per the AFSB Call letter  
may like to permit her  
this she go through Internal  
Examination.

Head, DESM  
02/05/22

Head, DESM  
02/05/22

**CAREER AIR FORCE**  
**INDIAN AIR FORCE, GOVERNMENT OF INDIA**  
**CALL UP LETTER**

(Call Letter is valid only if accompanied with original AFCAT Admit Card)

AFCAT ROLL NO.

BATCH NO. V-AFCAT(W)/566Applicant's Name. KALPANA PANDA

REGISTRATION NO.

Father's Name <u>ASHOK KUMAR PANDA</u>	<b>AFSB Centre Name &amp; Address</b> 4 AFSB (Varanasi), Varanasi Cantt, Uttar Pradesh-221002. Tele:0542-2501995, E-mail- callupvaranasi@nic.in
Mother's Name <u>TRUPTI PRABHA PANDA</u>	
Date of Birth <u>02/01/2001</u>	
Identification Mark	<b>Reporting Point . At 4 AFSB (Bungalow No. 47</b> 200m from Main Gate of 4-AFSB towards Railway Station, before PNU Club, on the right)
Present Address	<b>Date of reporting: 16 May 22</b> <b>Time of reporting. 06:00 AM</b> Candidates reporting late will not be accepted for testing.

**GENERAL INSTRUCTIONS : REPORTING AND TESTING**  
**AT 4 AIR FORCE SELECTION BOARDS (4 AFSB)**

**Reporting.** This Call Letter along with your original Admit Card would be the authority for you to report for SSB Testing. The same is to be handed over to the Board on arrival. You must report for the interview on the date, time and address as specified above. Late comers, on any account (inclusive of late running of trains/buses/airplane) will not be admitted for test. You would be required to show your admit card, call letter and identity proof (preferably AADHAR Card) at the reporting point **At 4 AFSB (Bungalow No. 47 200m from Main Gate of 4-AFSB towards Railway Station, before PNU Club, on the right).** Keep them handy.

The first day consists of Phase-I & II testing which may last up to 2130hrs. You are advised to take adequate rest and come prepared for a long day of testing. You would need to be attired appropriately in formal dress. You should be **mandatorily in possession of double face mask/ N-95 mask**, face shield, pocket sanitizer, hand gloves, water bottle and **COVID-19 RT-PCR negative report (with sample given not earlier than 72 hours prior to reporting time at this Board) or Certificate of vaccination (second dose at least 15 days prior to reporting time at this Board).** On arrival, you will be checked for visible symptoms of fever, cough and cold and any one of the above mentioned report. In case of any visible symptoms, you will be routed back without testing. In addition, before reporting at this Board, you must familiarize yourself and follow the latest instructions/ norms/ advisories of your home state and the state of Uttar Pradesh. In case of any requirement of registration on state e-portal, the same must be done well in time.

1. **Selection Procedure.** The testing schedule is for a period six days and will be as follows :-

Schedule	Activity
<b>Phase I</b>	
Day 1	Officer Intelligence Rating Test and Picture Perception & Discussion Test, Document Check (For Phase-II candidates) followed by Lunch. (Candidates not recommended for Phase-II will be routed back between 1500h to 1700h post lunch)
<b>Phase II</b>	
Day 1	Psychological Test (1800hrs to 2030hrs) following by PIQ filling.
Day 2, 3 & 4	Group Tests / Interviews
Day 5	Group Tests/Interviews & Board Conference. Candidates not recommended would depart after the Conference. Candidates who are recommended would fill up documents after the Conference. Non-flying branch candidates would depart after filling relevant forms.
Day 6	CPSS for candidates eligible for flying branch only. Document filling after CPSS for



2. **Documents.** You are required to bring the following relevant documents for verification along with two self attested photocopies of documents listed at 3 (b), (c), (d), (e), (g), (h), (j) and (k). They should be kept in a folder in the sequence as enumerated below.

(a) Original Admit Card. In case it is not available with the candidate, he/she is to furnish an affidavit stating the valid reason. The reason also needs to be supported by documents like copy of FIR, in case of loss / theft of the same.

(b) Original Matriculation/Secondary School Passing Certificate and Mark sheet issued by CBSE/ICSE/State Board/any other recognized Board indicating Date of Birth.

(c) Original Mark Sheet and Pass Certificate of 10+2 issued by the relevant Board.

(d) Proof of Passing the Qualifying Examinations

If applying on the basis of Graduation, all semesters / years mark sheets **in original**. In case of computer generated mark sheets/ photocopy of mark sheet, the same must be attested by College / University authority.

(i) If applying on the basis of Graduation, **degree certificate (Original/Provisional)**. In case of photocopy of degree certificate, the same must be attested by College/ University authority.

(ii) If applying on the basis of Post Graduation, in addition to (i) & (ii) above PG degree (Original/Provisional) with all semesters / years mark sheets. In case of computer generated/ photocopy of mark sheets / degree certificate, the same must be attested by College/ University authority.

(iii) Bonafide Certificate in case the candidate is appearing/ appeared in the final year / semester of qualifying examination. In case candidate is appearing in Final year/ semester of PG, then he / she is also to produce documents mentioned in (i) & (ii) above.

(e) **Affidavit Requirement.** You need to produce an affidavit at the time of reporting if,

(i) There is a mismatch of your name or your parent's name between your 10<sup>th</sup> certificate and Admit Card / Call Letter.

(ii) There is mismatch of name between your 10<sup>th</sup> certificate and graduation degree/mark sheets.

(f) The Bonafide Certificate (as per the format in candidate's log at [afcat.cdac.in](http://afcat.cdac.in) or as attached with this letter) should include the following:-

(i) Name of the College.

(ii) Name of the University.

(iii) Discipline and year/semester of Graduation/Post Graduation being pursued.

(iv) Aggregate percentage till last year/semester (for which the result is declared).

(v) Likely date of Declaration of Final Result (in MM/YY Format). In case the likely date of result declaration is beyond 30 Nov 22 for course commencing in January 2023, the onus of producing the required documents before the specified date lies with the candidate.

(vi) CGPA/SGPA to percentage conversion formulae.

(vii) No current backlog.

(g) The candidate should not have current backlog at the time of appearing for SSB interview. In case the candidate has cleared the backlog of any semester, the same should be substantiated with original or attested copy of mark sheet issued by College / University. Alternately, a certificate clearly mentioning the year of passing & marks scored from College / University authority may be produced.

**Merely re-appearing in that subject will not be construed as clearing the backlog.**