

(Approved by .HCTE & Affiliated To JNT University, Kakmada) Estd :2008
ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007 Certified Institution
Kapujaggarajupeta, VSEZ (Post), Visakhapatnam-530049, Andhra Pradesh, India
Phone: 9133300357, 8886066339:: Fax : 0891-2010485

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VIEW/EGRC/Cir/2022-23 /1

CIRCULAR

The Examination Grievances Redressal Committee Meeting for the Academic Year 2019-20 has been planned to conduct on 16thAug2020, Tuesday at 10:00AM. All the members of Examination Grievances Redressal Committee are hereby informed to attend the meeting without fail.

Venue: Principal's Chamber

Agenda:

To Discuss Grievances received in writing from the students about any of the following matters:-

- 1) Internal grievances: Related to Mid marks corrections, Lab marks discrepancies.
- 2) External grievances: Related to timely issue of duplicate Mark-sheets, , pending issue of marks memos and provisional certificates, other examination related matters.

Sl.No	Name of Committee Member	Position	Signature
1.	Dr.J.Sudhakar	Chief Superintendent	3000
2.	Mr.P,Anil Kumar	Member	P.Anililana
3.	Mr K Santhosh Kumar	Member	Ks-cen
4.	Mr B,NagaBhushan Rao	Member	B. Naga Bhusan B
5.	Dr.K.Vijaya Kumar	Member	Xarv
6.	Dr.Ch.Ramesh Babu	Member	Die
7.	Dr .Durga Syam Prasad	Member	John
8.	Mrs.S.Kalyani	Member	(19_1
9.	Dr.V.Anandababu	Member	V.M.
10.	Dr.S.Ramesh	Member	5. Raun
11.	Dr.T.RadhaKrishnaMurthy	Member	gran_

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Vignan's Institute of
Engineering for Women
K.J.Peta, VSEZ (P.O.),
Visakhapatnam-49.

Date: 12/8/2022



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VIEW/EGRC/Cir/2022-23 /2

MINUTES OF THE MEETING

A meeting is conducted with Examination Grievances Redressal Committee for the A.Y. 2022-23 of Vignan's Institute of Engineering for Women was held on 16th Aug 2020, Tuesday at 10:00AM in the Principal Chamber, VIEW.

Review on action taken in previous meeting:

DR J Sudhakar, Principal & Chairman Examination Grievances Redressal Committee welcomed all the members and briefed about todays meeting.

Incharge examination cell addressed about external grievances found in previous academic years are solved.

S.No	Grievances identified	Action taken
1	Identified External grievances like name corrections	Request letters sent to
	in marks memos & provisional certificate. issue of	University to solve
	duplicate marks memos, correction of internal	these issues and all
	marks in marks memos, correction of external marks	issues are resolved.
	in marks memos	

- 1. In charge of examinations told that no internal and external grievances found.
- 2. In the next meeting, we will discuss all the issues and solutions addressed in the current academic year.

Sl.No	Name of Committee Member	Position	Signature
1.	Dr.J.Sudhakar	Chairman EC	322.
2	Mr.A Ganapathi Rao	Member	A Caragali res
3.	Mr K Santhosh Kumar	Member	10 seems
4.	Mr.K.Chiranjeevi	Member	con
5.	Dr.K.Vijaya Kumar	Member	Xor
6.	Dr.Ch.Ramesh Babu	Member	che
7.	Dr .Durga Syam Prasad	Member	(Dona
8.	Dr.B.Prakash	Member	4
9.	Mr.V.Anandababu	Member	12:44
10.	Dr.Pardasaradhi.Malla	Member	and .
11.	Dr.K.Chaitanya	Member	Kr or

Vignan's Institute of Engineering Rowwing (P.O.).

Visakhapatnam-49

Date: 20/8/2022



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VIEW/EGRC/Cir/2021-22 /1

CIRCULAR

The Examination Grievances Redressal Committee Meeting for the Academic Year 2021-20 has been planned to conduct on 16th Aug 2022, Monday at 10 AM. All the members of Examination Grievances Redressal Committee are hereby informed to attend the meeting without fail.

Venue: Principal's Chamber

Agenda:

To Discuss Grievances received in writing from the students about any of the following matters:-

- 1) Internal grievances: Related to Mid marks corrections, Lab marks discrepancies.
- 2) External grievances: Related to timely issue of duplicate Mark-sheets, , pending issue of marks memos and provisional certificates, other examination related matters.

Sl.No	Name of Committee Member	Position	Signature
1.	Dr.J.Sudhakar	Chief Superintendent	man and
2.	Mr.A Ganapathi Rao	Member	A Conapoli 200
3.	Mr K Santhosh Kumar	Member	Kricun
4.	Mr K Chiranjeevi	Member	chr
5.	Dr.K.Vijaya Kumar	Member	XXX
6.	Dr.Ch.Ramesh Babu	Member	che
7.	Dr .Durga Syam Prasad	Member	Exm
8.	Dr.B.Prakash	Member	-80
9.	Dr.V.Anandababu	Member	MAC
10.	Dr.Pardasaradhi.Malla	Member	IN A
11.	Dr.K.Chaitanya	Member	En Com

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Date: 12 /8/2021

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Vignan's Institute of Engineering for Woman K.J.Peta, VSEZ (Programme Visakhapa)



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VIEW/EGRC/Cir/2021-22 /2

MINUTES OF THE MEETING

A meeting is conducted with Examination Grievances Redressal Committee for the A.Y. 2021-22 of Vignan's Institute of Engineering for Women was held on 16th Aug 2021, Monday at 10 AM, Monday at 10:00AM in the Principal Chamber, VIEW.

Review on action taken in previous meeting:

DR J Sudhakar, Principal & Chairman Examination Grievances Redressal Committee welcomed all the members and briefed about todays meeting.

Incharge examination cell addressed about 6 internal grievances found in previous academic years are solved. Some external grievances are identified are listed below.

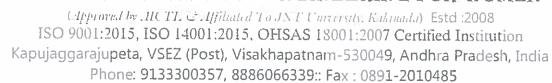
S.No	Grievances identified	Action taken
1	Identified External grievances like name corrections	Request letters sent to
	in marks memos & provisional certificate. issue of	University to solve these
	duplicate marks memos, correction of internal marks	issues
	in marks memos, correction of external marks in	
	marks memos	

1. In the next meeting, we will discuss all the issues and solutions addressed in the current academic year.

SI.No	Name of Committee Member	Position	Signature
1.	Dr.J.Sudhakar	Chairman EC	3090
2	Mr.A Ganapathi Rao	Member	A Cranapalle mo
3.	Mr K Santhosh Kumar	Member	Ki-cen 1
4.	Mr.K.Chiranjeevi	Member	nes
5.	Dr.K.Vijaya Kumar	Member	Yav
6.	Dr.Ch.Ramesh Babu	Member	de
7.	Dr .Durga Syam Prasad	Member	Dimo
8.	Dr.B.Prakash	Member	-130
9.	Mr.V.Anandababu	Member	J.M
10.	Dr.Pardasaradhi.Malla	Member	20
11.	Dr.K.Chaitanya	Member	Em on

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Date: 18/8/2021



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VIEW/EGRC/Cir/2020-21/1

CIRCULAR

The Examination Grievances Redressal Committee Meeting for the Academic Year 2020-21 has been planned to conduct on 14th Aug 2020, Friday at 10 AM. All the members of Examination Grievances Redressal Committee are hereby informed to attend the meeting without fail.

Venue: Principal's Chamber

Agenda:

To Discuss Grievances received in writing from the students about any of the following matters:-

- 1) Internal grievances: Related to Mid marks corrections, Lab marks discrepancies.
- 2) External grievances: Related to timely issue of duplicate Mark-sheets, , pending issue of marks memos and provisional certificates, other examination related matters.

Sl.No	Name of Committee Member	Position	Signature
1.	Dr.J.Sudhakar	Chief Superintendent	3000
2.	Mr.A Ganapathi Rao	Member	A. Grana Pathi res
3.	Mr K Santhosh Kumar	Member	A. Opmalathings
4.	Mr.K.Chiranjeevi	Member	Chr
5.	Dr.K.Vijaya Kumar	Member	707
6.	Dr.Ch.Ramesh Babu	Member	de
7.	Dr .Durga Syam Prasad	Member	T. Company
8.	Dr.B.Prakash	Member	19
9.	Mr.V.Anandababu	Member	TOM
10.	Dr.Pardasaradhi.Malla	Member	OA.
11.	Dr.K.Chaitanya	Member	Km

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Engineering for Women
K.J.Peta, VSEZ (P.O.),
Visakhapatnam-49.

Date: 12/08/2020



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VIEW/EGRC/Cir/2020-21/2

MINUTES OF THE MEETING

A meeting is conducted with Examination Grievances Redressal Committee for the A.Y. 2020-21 of Vignan's Institute of Engineering for Women was held on 14th Aug 2020, Friday 10:00AM in the Principal Chamber, VIEW.

Review on action taken in previous meeting:

DR J Sudhakar, Principal & Chairman Examination Grievances Redressal Committee welcomed all the members and briefed about todays meeting.

Incharge examination cell addressed about 2 internal grievances found in previous academic year and 3 internal grievances in current academic year.

S.No	Grievances identified	Action taken
1	Identified internal grievances like seminar wrong mark	A mail is conveyed
	entry& mid marks corrections, online quiz marks	to University to
	corrections, project marks corrections, lab internal	address these issues
	pending marks and lab discrepancies.	

- 1. In charge of examinations told that no external grievances found.
- 2. In the next meeting, we will discuss all the issues and solutions addressed in the current academic year.

Sl.No	Name of Committee Member	Position	Signature
1.	Dr.J.Sudhakar	Chairman EC	309
2	Mr.A Ganapathi Rao	Member	F). (nareala Almara)
3.	Mr K Santhosh Kumar	Member	P). Chareafallurgas
4.	Mr.K.Chiranjeevi	Member	e Dres
5.	Dr.K.Vijaya Kumar	Member	Yoy
6.	Dr.Ch.Ramesh Babu	Member	che
7.	Dr .Durga Syam Prasad	Member	Phone
8.	Dr.B.Prakash	Member	
9.	Mr.V.Anandababuyisi	Member	12:11
10.	Dr.Pardasaradhi Malla	Member	019
11.	Dr.K.Chaltánya	Member	Km on

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Engineering for Women

Date: 19/8/2020

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VIEW/Principal/Office order/2019-20/2(26)

PROCEEDINGS OF THE OFFICE ORDER

A committee consisting of the following members is hereby constituted as "Examination Grievance Redressal Committee

Sl.No	Name of Committee Member	Designation	Position
I.	Dr.J.Sudhakar	Principal	Chief Superintendent
2	Mr.A Ganapathi Rao	Officer In charge of Examinations	Member
3.	Mr.D Kesava	In charge 1	Member
4.	Mr K Santhosh Kumar	In charge 2	Member
5.	Dr.K.Vijaya Kumar	HoD-CSE	Member
6.	Dr.Ch.Ramesh Babu	HoD-ECE	Member
7.	Dr .Durga Syam Prasad	HoD-EEE	Member
8.	Dr.B.Prakash	HoD-IT	Member
9.	Mr.V.Anandababu	HoD-MECH	Member
10.	Dr.Pardasaradhi.Malla	HoD-MBA	Member
11.	Dr.K.Chaitanya	HoD-BS&H	Member

The functions of the Examination Grievance Redressal Committee are as follows:

- 1) To create a platform where the students facilities and staff can point out any grievances regarding the university examinations in the college.
- 2) Addressing the students to put up a Grievances by filling the Google form available in the college website under examinations cell department.
- 3) f any grievances found (internal or external) by considering committee recommendations grievances have been forwarded along with the necessary documents to the affiliated University or some internal grievances cases are solved immediately
- 4) The University Responsible to solve grievances in a stipulated time limit

Term : Two years and shall continue to be in force until reconstructions.

Meetings: Once in every Academic year, the meeting may be scheduled as and when

necessary.

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Visakhapatnam

Date: 06/08/2019

Coordinator:

Office Copy:



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VIEW/EGRC/Cir/2019-20 /1

Date: 12/8/2019

CIRCULAR

The Examination Grievances Redressal Committee Meeting for the Academic Year 2019-20 has been planned to conduct on 12th Aug 2019, Monday at 10 AM. All the members of Examination Grievances Redressal Committee are hereby informed to attend the meeting without fail.

Venue: Principal's Chamber

Agenda:

To Discuss Grievances received in writing from the students about any of the following matters:-

- 1) Internal grievances: Related to Mid marks corrections, Lab marks discrepancies.
- 2) External grievances: Related to timely issue of duplicate Mark-sheets, , pending issue of marks memos and provisional certificates, other examination related matters.

Sl.No	Name of Committee Member	Position	Signature
1.	Dr.J.Sudhakar	Chief Superintendent	719
2.	Mr.A Ganapathi Rao	Member	A. Ganapathi va
3.	Mr.D Kesava	Member	D Kagene
4.	Mr K Santhosh Kumar	Member	(s.com)
5.	Dr.K.Vijaya Kumar	Member	V
6.	Dr.Ch.Ramesh Babu	Member	do
7.	Dr .Durga Syam Prasad	Member	Plana
8.	Dr.B.Prakash	Member	10
9.	Mr.V.Anandababu	Member	DWC
10.	Dr.Pardasaradhi.Malla	Member	DA
11.	Dr.K.Chaitanya	Member	dw/



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Date: 19/8/2019

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VIEW/EGRC/Cir/2019-20/2

The 1st meeting of Examination Grievances Redressal Committee for the A.Y. 2019-20 of Vignan's Institute of Engineering for Women was held on 12th Aug 2019, Monday at 10 AM in the Principal Chamber, VIEW.

The following members were present for the meeting.

Sl.No	Name of Committee Member	Designation	Position
1.	Dr.J.Sudhakar	Principal	Chief Superintendent
2	Mr.A Ganapathi Rao	Officer In charge of	Member
		Examinations	
3.	Mr.D Kesava	In charge 1	Member
4.	Mr K Santhosh Kumar	In charge 2	Member
5.	Dr.K.Vijaya Kumar	HoD-CSE	Member
6.	Dr.Ch.Ramesh Babu	HOD-ECE	Member
7.	Dr .Durga Syam Prasad	HoD-EEE	Member
8.	Dr.B.Prakash	HoD-IT	Member
9.	Mr.V.Anandababu	HoD-MECH	Member
10.	Dr.Pardasaradhi.Malla	HoD-MBA	Member
11.	Dr.K.Chaitanya	HoD-BS&H	Member

DR J Sudhakar, Principal & Chairman Examination Grievances Redressal Committee welcomed all the members and reviewed the Examination Activities conducted under JNTUK Kakinada

MINUTES OF THE MEETING

- 1. Committee discussed about internal and external grievances and the way to solve them.
- 2. Principal suggested that place the committee details in the college website along with the examination cell in charge contact number.
- Committee suggested to create and place a google form in the website under examination grievance redressal committee tab for the benefit of students to raise their request beyond college hours also.
- 4. Complete also stuggested that fix some time bound to solve internal ship regime of however external grievances are solved by the university only. Vignan's for Wome Engineering for VSEZ (P. C. Eng

- 5. Committee decided that committee meeting has to be happened once per year.
- 6. In the next meeting, we will discuss all the issues and solutions addressed in the current academic year.

Sl.No	Name of Committee Member	Position	Signature
1.	Dr.J.Sudhakar	Chairman EC	320.
2	Mr.A Ganapathi Rao	Member	A. Cronapalli rec
3.	Mr.D Kesava	Member	O. Carner
4.	Mr K Santhosh Kumar	Member	A. Crorapatti raes D. Capura V. S. Carro
5.	Dr.K.Vijaya Kumar	Member	Xo
6.	Dr.Ch.Ramesh Babu	Member	chia
7.	Dr .Durga Syam Prasad	Member	Fonc
8.	Dr.B.Prakash	Member	BP
9.	Mr.V.Anandababu	Member	OIN
10.	Dr.Pardasaradhi.Malla	Member	OVA .
11.	Dr.K.Chaitanya	Member	Kar

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