



VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN

(Approved by AICTE & Affiliated To JNT University, Kakada) 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

E-mail: view_office2008@gmail.com, viewprincipal@gmail.com, website : www.view.edu.in

VIEW/EGRC/Cir/2022-23 /1

Date: 12/8/2022

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	
2.	Mr.P,Anil Kumar	Member	
3.	Mr K Santhosh Kumar	Member	
4.	Mr B,NagaBhushan Rao	Member	
5.	Dr.K.Vijaya Kumar	Member	
6.	Dr.Ch.Ramesh Babu	Member	
7.	Dr .Durga Syam Prasad	Member	
8.	Mrs.S.Kalyani	Member	
9.	Dr.V.Anandababu	Member	
10.	Dr.S.Ramesh	Member	
11.	Dr.T.RadhaKrishnaMurthy	Member	




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VIEW/EGRC/Cir/2022-23 /2

Date: 20/8/2022

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 :

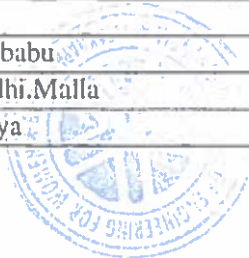
DR J Sudhakar, Principal & Chairman Examination Grievances Redressal Committee welcomed all the members and briefed about today's meeting .

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 in marks memos & provisional certificate. issue of duplicate marks memos, correction of internal marks in marks memos, correction of external marks in marks memos	Request letters sent to University to solve these issues and all issues are resolved.

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	
2	Mr.A Ganapathi Rao	Member	
3.	Mr K Santhosh Kumar	Member	
4.	Mr.K.Chiranjeevi	Member	
5.	Dr.K.Vijaya Kumar	Member	
6.	Dr.Ch.Ramesh Babu	Member	
7.	Dr .Durga Syam Prasad	Member	
8.	Dr.B.Prakash	Member	
9.	Mr.V.Anandababu	Member	
10.	Dr.Pardasaradhi.Malla	Member	
11.	Dr.K.Chaitanya	Member	



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VIEW/EGRC/Cir/2021-22 /1

Date: 12 /8/2021

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	
2.	Mr.A Ganapathi Rao	Member	
3.	Mr K Santhosh Kumar	Member	
4.	Mr K Chiranjeevi	Member	
5.	Dr.K.Vijaya Kumar	Member	
6.	Dr.Ch.Ramesh Babu	Member	
7.	Dr .Durga Syam Prasad	Member	
8.	Dr.B.Prakash	Member	
9.	Dr.V.Anandababu	Member	
10.	Dr.Pardasaradhi.Malla	Member	
11.	Dr.K.Chaitanya	Member	




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VIEW/EGRC/Cir/2021-22 /2

Date: 18/8/2021

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 today's 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 in marks memos & provisional certificate. issue of duplicate marks memos, correction of internal marks in marks memos, correction of external marks in marks memos	Request letters sent to University to solve these issues

1. 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	
2.	Mr.A Ganapathi Rao	Member	
3.	Mr K Santhosh Kumar	Member	
4.	Mr.K.Chiranjeevi	Member	
5.	Dr.K.Vijaya Kumar	Member	
6.	Dr.Ch.Ramesh Babu	Member	
7.	Dr .Durga Syam Prasad	Member	
8.	Dr.B.Prakash	Member	
9.	Mr.V.Anandababu	Member	
10.	Dr.Pardasaradhi.Malla	Member	
11.	Dr.K.Chaitanya	Member	



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VIEW/EGRC/Cir/2020-21 /1

Date: 12/08/2020

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	
2.	Mr.A Ganapathi Rao	Member	
3.	Mr K Santhosh Kumar	Member	
4.	Mr.K.Chiranjeevi	Member	
5.	Dr.K.Vijaya Kumar	Member	
6.	Dr.Ch.Ramesh Babu	Member	
7.	Dr .Durga Syam Prasad	Member	
8.	Dr.B.Prakash	Member	
9.	Mr.V.Anandababu	Member	
10.	Dr.Pardasaradhi.Malla	Member	
11.	Dr.K.Chaitanya	Member	



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VIEW/EGRC/Cir/2020-21 /2

Date: 19/8/2020

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 today's 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 entry & mid marks corrections, online quiz marks corrections, project marks corrections, lab internal pending marks and lab discrepancies.	A mail is conveyed to University to address these issues

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	
2.	Mr.A Ganapathi Rao	Member	
3.	Mr K Santhosh Kumar	Member	
4.	Mr.K.Chiranjeevi	Member	
5.	Dr.K.Vijaya Kumar	Member	
6.	Dr.Ch.Ramesh Babu	Member	
7.	Dr .Durga Syam Prasad	Member	
8.	Dr.B.Prakash	Member	
9.	Mr.V.Anandababu	Member	
10.	Dr.Pardasaradhi Malla	Member	
11.	Dr.K.Chaitanya	Member	



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

Date: 06/08/2019

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
1.	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.

Copy to: All HoDs
ECE EEE

CSE

IT

ME

MBA

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Visakhapatnam

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	
2.	Mr.A Ganapathi Rao	Member	A. Ganapathi Rao
3.	Mr.D Kesava	Member	D Kesava
4.	Mr K Santhosh Kumar	Member	K.S. Kesava
5.	Dr.K.Vijaya Kumar	Member	
6.	Dr.Ch.Ramesh Babu	Member	
7.	Dr .Durga Syam Prasad	Member	
8.	Dr.B.Prakash	Member	
9.	Mr.V.Anandababu	Member	
10.	Dr.Pardasaradhi.Malla	Member	
11.	Dr.K.Chaitanya	Member	



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VIEW/EGRC/Cir/2019-20 /2

Date: 19/8/2019

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 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

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.
3. 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. Committee also suggested that fix some time bound to solve internal grievances however external grievances are solved by the university only.



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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	
2.	Mr.A Ganapathi Rao	Member	
3.	Mr.D Kesava	Member	
4.	Mr K Santhosh Kumar	Member	
5.	Dr.K.Vijaya Kumar	Member	
6.	Dr.Ch.Ramesh Babu	Member	
7.	Dr .Durga Syam Prasad	Member	
8.	Dr.B.Prakash	Member	
9.	Mr.V.Anandababu	Member	
10.	Dr.Pardasaradhi.Malla	Member	
11.	Dr.K.Chaitanya	Member	


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