



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

[Sponsored by Lavu Educational Society, Affiliated to JNTUH & Approved by AICTE,
New Delhi]

Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301. Phone:
96529 10002/3



02.08.2023

MINUTES OF EXAMINATION GRIEVANCE COMMITTEE

Agenda

- Confirmation of the minutes of the previous meeting.
- Review of examination grievances received from students.
- Verification of requests related to student name correction.
- Verification of requests related to Mid Examination marks correction.

Proceedings

The meeting commenced under the chairmanship of the Principal Dr.G Apparao Naidu. The Member Convener presented the examination grievances received from students during the current semester. The committee carefully examined each grievance after verifying the supporting records submitted by the students and the concerned departments.

Resolution No. 1 – Student Name Corrections

The committee reviewed applications received from students requesting corrections to their names due to typographical errors and discrepancies between the examination records and the documents submitted at the time of admission.

After verifying the SSC the committee resolved to approve the genuine requests and instructed the Examination Cell to update the records accordingly and issue corrected examination documents wherever applicable.

Resolution No. 2 – Mid Examination Marks Corrections

The committee examined grievances related to discrepancies in Mid Examination marks. The internal mark registers, attendance records, evaluated answer scripts, and departmental award lists were verified in the presence of the concerned Heads of Departments.

It was observed that a few discrepancies had occurred during the consolidation of internal marks. The committee approved the necessary corrections wherever justified and directed the Examination Cell to update the examination.

Conclusion

The committee resolved that all approved corrections should be completed before the declaration of the semester examination results.

The meeting concluded with a vote of thanks proposed by the Member Convener.


MEMBER SECRETARY



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MINUTES OF EXAMINATION GRIEVANCE COMMITTEE

MEMBERS PRESENT

S.No	Name of the member	Designation	Signature
1	Dr.G.APPARAO NAIDU	CHAIRMAN & PRINCIPAL	
2	Dr.B.PHIJIK	MEMBER & HOD,CSE	
3	Mr.T.PULLAIAH	MEMBER & HOD,ECE	
4	Dr.C.SRINIVASA KUMAR	MEMBER & PROFESSOR,CSE	
5	Dr.S.RANGASWAMY	MEMBER & HOD,IT	
6	Dr.R.SRIDHAR	MEMBER & HOD,BSH	
7	Dr.M.VISHNU VARDHANA RAO	MEMBER & HOD,CSE(AI&ML)	
8	Dr.T.SRINIVASULU	MEMBER SECRETARY	