



Date:02.09.2024

CIRCULAR

This is to inform all the members of Exam Grievance Committee to attend meeting on 04.09.2024 in Examination Branch.to discuss the following agenda.

AGENDA

- Discussion on the examination grievance redressal mechanism under the autonomous system.
- Approval of the Standard Operating Procedure (SOP) for grievance handling.
- Constitution of the grievance submission and review process.


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Vignan's Institute of Management & Technology for Women
(An Autonomous Institute)
Kondapur (V), Ghatkesar (M), Medchal (D)
Telangana - 501301

Copy to

All members of Exam Grievance Committee.



**VIGNAN'S INSTITUTE OF MANAGEMENT AND
TECHNOLOGY FOR WOMEN**

(An Autonomous Institution)

[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



Date:04.09.2024

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	Dr.T.PULLAIAH	MEMBER & HOD,ECE	
4	Dr.C.SRINIVASA KUMAR	MEMBER & PROFESSOR,CSE	
5	Dr.D.SHANTHI	MEMBER & HOD,IT	
6	Dr.R.SRIDHAR	MEMBER & HOD,BSH	
7	Dr.M.VISHNU VARDHANA RAO	MEMBER & HOD,CSE(AI&ML)	
8	Dr.G.RAJESH	MEMBER SECRETARY & COE	



Date:04.09.2024

MINUTES OF EXAMINATION GRIEVANCE COMMITTEE

Agenda

- Welcome to the members and introduction to the Examination Grievance Committee.
- Discussion on the examination grievance redressal mechanism under the autonomous system.
- Approval of the Standard Operating Procedure (SOP) for grievance handling.
- Constitution of the grievance submission and review process.
- Any other matter with the permission of the Chair.

Proceedings

The meeting commenced with the welcome address by Chairman Dr.G.Apparao Naidu Principal, who congratulated all members on the institution attaining Autonomous Status. The Chairman emphasized the importance of establishing a transparent, fair, and student-centric examination grievance redressal system in accordance with autonomous regulations.

The following resolutions were discussed and unanimously approved:

Resolution No. 1

The committee approved the Examination Grievance Redressal Policy for autonomous examinations to ensure fairness, transparency, confidentiality, and timely resolution of student grievances.

Resolution No. 2

It was resolved that examination-related grievances shall include:

- Internal Assessment (Mid Examination) marks.
- Attendance-related examination eligibility issues.
- End Semester Examination result discrepancies.
- Recounting and revaluation requests.
- Hall Ticket and examination registration issues.
- Question paper discrepancies.
- Malpractice-related representations.
- Any other examination-related grievance submitted by students.



Resolution No. 3

The committee approved the following grievance handling procedure:

- Submission of grievance through the Examination Cell in the prescribed format.
- Preliminary scrutiny by the Controller of Examinations.
- Verification with the concerned department/faculty.
- Committee review and recommendation.
- Communication of the final decision to the student within the stipulated timeline.

Resolution No. 4

The committee resolved that all examination grievances shall normally be resolved within 7 working days, while grievances requiring revaluation or detailed investigation shall be disposed of within 15 working days(In-line with University Communication).

Resolution No. 5

The committee resolved to conduct awareness sessions for students at the beginning of every semester regarding:

- Examination regulations.
- Evaluation procedures.
- Recounting and revaluation process.
- Grievance submission procedure.
- Timelines for grievance redressal.

Resolution No. 6

The committee decided to meet whenever required and at least once every semester to review the effectiveness of the grievance redressal mechanism and recommend improvements.

Conclusion

The Chairman appreciated the valuable suggestions made by the members and emphasized that an efficient grievance redressal mechanism would strengthen the credibility of the autonomous examination system and enhance student confidence.

The meeting concluded with a vote of thanks proposed by Dr.G.Rajesh Member Secretary.

MEMBER SECRETARY
Controller of Examinations

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Ref No.: VMTW/EB/Grievance/2024-25

Date: 21/08/2024

INTERNAL EXAMINATIONS GRIEVANCE REDRESSAL MECHANISM

An effective mechanism exists for redressal of grievances with reference to the evaluation. There is a possibility of that grievance may arise in Evaluation of Answer Scripts.

The grievances related to out of syllabus questions or lengthy question papers with insufficient exam time or inappropriate evaluation can be brought to the notice of the concerned subject faculty by the student. If the grievance does not get resolved there, the student can approach the Head of the Department (HOD) for a suitable resolution. Keeping the principal informed, the HOD is vested with the power to reconduct the examination, if necessary. The marks are displayed on the notice board after the evaluation of Mid Answer Scripts and also the consolidated marks of the CIE being submitted to the university is also displayed to the students.

Student can approach Examination branch if student finds any mistake in her internal marks. The student has to submit a request letter to the Examination Grievance Cell and take the application regarding the issue internal marks correction.

All the Grievances are resolved before the CIE marks are submitted to the university.

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