

VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN, HYDERABAD

(An Autonomous Institute affiliated to JNTUH)



Examination Grievance Redressal



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: +91 96529 10002/3



Date:01.07.2026

CIRCULAR

This is to inform all the members of Exam Grievance Committee to attend meeting on 03.07.2026 in Examination Branch.

PRINCIPAL

PRINCIPAL

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.



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Date:03.07.2026

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. D RANADHEER REDDY	MEMBER & HOD,BSH	
7	Dr.M.VISHNU VARDHANA RAO	MEMBER & HOD,CSE(AI&ML)	
8	Dr.G.RAJESH	MEMBER SECRETARY & COE	



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Date: 03.07.2026

MINUTES OF EXAMINATION GRIEVANCE COMMITTEE

Agenda

- Confirmation of the minutes of the previous meeting.
- Review of grievances related to Mid Examination marks.
- Consideration of applications seeking grace marks for University Examinations under R18 Regulations.
- Review of the action taken by the Examination Branch.
- Suggestions for improving examination grievance handling.
- Any other matter with the permission of the Chair.

Proceedings

The meeting commenced with the Chair welcoming the members. The Member Convener presented the examination grievances received from students during the semester. The committee reviewed each grievance based on the relevant supporting documents and records submitted by the departments.

Resolution No. 1 – Mid Examination Marks Discrepancies

The committee reviewed the grievances received regarding discrepancies in Mid Examination marks.

After verification, the eligible corrections were approved, and the Examination Cell was instructed to update the records in accordance with the verified departmental reports.

Resolution No. 2 – Grace Marks Applications (University Examinations)

The committee considered the applications submitted by students requesting the award of grace marks for University Examinations conducted under R18 Regulations.

As the award of grace marks falls within the jurisdiction of the affiliating University, the committee resolved that all eligible applications, along with the prescribed supporting documents, should be forwarded to the University for necessary consideration as per the applicable regulations.

The committee noted that the Examination Branch had already scrutinized and forwarded all eligible grace marks applications to the University for further action.

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


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



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Date:02.02.2026

CIRCULAR

This is to inform all the members of Exam Grievance Committee to attend meeting on 04.02.2026 in Examination Branch.


PRINCIPAL

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

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All members of Exam Grievance Committee.



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Date:04.02.2026

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	



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Date: 04.02.2026

MINUTES OF EXAMINATION GRIEVANCE COMMITTEE

Agenda

- Confirmation of the minutes of the previous meeting.
- Review of examination grievances received from students.
- Consideration of student name correction requests pertaining to University Examinations under R22 Regulations.
- Examination of grievances related to discrepancies in Mid Examination marks.

Proceedings

The meeting commenced with the Chair welcoming the members. The Member Convener presented the examination grievances received from students during the semester. The committee reviewed each grievance based on the relevant supporting documents and records submitted by the departments.

Resolution No. 1 Student Name Corrections (University Examinations – R22 Regulations)

The committee considered applications received from a few students requesting corrections to their names in the University Examination records under the R22 Regulations.

After verifying the SSC certificate, Aadhaar card, admission records, university registration details, and other supporting documents, the committee found the requests to be genuine. The Examination Cell was instructed to monitor the progress of these requests and communicate the updates to the concerned students.

Resolution No. 2 – Mid Examination Marks Discrepancies

The committee reviewed grievances relating to discrepancies in Mid Examination marks reported by students.

The internal assessment records, evaluated answer scripts, and uploaded mark statements were verified in consultation with the respective Heads of Departments.

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

MEMBER SECRETARY
Controller of Examinations

Vignan's Institute of Management & Technology for Women
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Telangana - 501301



Date:15.02.2025

MINUTES OF EXAMINATION GRIEVANCE COMMITTEE

Agenda

- Confirmation of the minutes of the previous meeting.
- Review of examination grievances received from students.
- Consideration of requests for student name corrections in Autonomous and University examination records.
- Review of Revaluation (RV) applications submitted during the Academic Year 2024–25 I Semester.
- Discussion on strengthening the examination grievance redressal mechanism.
- Any other matter with the permission of the Chair.

Proceedings

The meeting commenced with the Chair welcoming all members. The Member Convener presented the examination grievances received since the previous meeting along with the analysis of revaluation applications submitted during the Academic Year **2024–25 I Semester**.

Resolution No. 1 – Student Name Corrections

The committee examined the applications submitted by a few students requesting corrections to their names in both Autonomous Examination records and University Examination records.

After verification of the supporting documents such as SSC certificate. The Examination Cell was instructed to update the Autonomous examination database and forward the eligible University examination correction requests to the affiliating university for necessary action.

Resolution No. 2 – Review of Revaluation Applications

The committee reviewed the revaluation statistics for the Academic Year 2024–25 II Semester.

The following details were recorded:

Examination	Number of Revaluation Applications	Outcome
University Examinations	44	No change in marks reported after revaluation.
Autonomous Examinations	16	One student's marks were revised after revaluation.



The committee noted that the revaluation process was conducted in accordance with the prescribed regulations. Out of 16 revaluation applications received for the Autonomous examinations, one student obtained a change in marks following revaluation. The revised marks were updated in the examination records, and the corrected grade sheet was issued to the student.

Resolution No. 3 – Analysis of Grievances

The committee observed that the number of examination-related grievances remained low, indicating effective implementation of examination procedures.

Conclusion

The Chairman expressed satisfaction with the functioning of the Examination Grievance Redressal Committee and appreciated the timely disposal of grievances. The meeting concluded with a vote of thanks proposed by the Member Convener.

MEMBER SECRETARY

Controller of Examinations

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Date:30.07.2025

CIRCULAR

This is to inform all the members of Exam Grievance Committee to attend meeting on
01.08.2025 in Examination Branch.

PRINCIPAL

PRINCIPAL

Vignan's Institute of Management & Technology for Women
(An Autonomous Institute)
Kondapur (V), Ghatkesar (M), Medchal (D)
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Date:01.08.2025

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	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:01.08.2025

MINUTES OF EXAMINATION GRIEVANCE COMMITTEE

Agenda

- Confirmation of the minutes of the previous meeting.
- Review of examination grievances received from students.
- Consideration of requests for student name corrections in Autonomous and University examination records.
- Review of Revaluation (RV) applications submitted during the Academic Year 2024–25 I Semester.
- Discussion on strengthening the examination grievance redressal mechanism.
- Any other matter with the permission of the Chair.

Proceedings

The meeting commenced with the Chair welcoming all members. The Member Convener presented the examination grievances received since the previous meeting along with the analysis of revaluation applications submitted during the Academic Year **2024–25 I Semester**.

Resolution No. 1 – Student Name Corrections

The committee examined the applications submitted by a few students requesting corrections to their names in both Autonomous Examination records and University Examination records.

After verification of the supporting documents such as SSC certificate. The Examination Cell was instructed to update the Autonomous examination database and forward the eligible University examination correction requests to the affiliating university for necessary action.

Resolution No. 2 – Review of Revaluation Applications

The committee reviewed the revaluation statistics for the Academic Year 2024–25 II Semester.

The following details were recorded:

Examination	Number of Revaluation Applications	Outcome
University Examinations	44	No change in marks reported after revaluation.
Autonomous Examinations	16	One student's marks were revised after revaluation.



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The committee noted that the revaluation process was conducted in accordance with the prescribed regulations. Out of 16 revaluation applications received for the Autonomous examinations, one student obtained a change in marks following revaluation. The revised marks were updated in the examination records, and the corrected grade sheet was issued to the student.

Resolution No. 3 – Analysis of Grievances

The committee observed that the number of examination-related grievances remained low, indicating effective implementation of examination procedures.

Conclusion

The Chairman expressed satisfaction with the functioning of the Examination Grievance Redressal Committee and appreciated the timely disposal of grievances. The meeting concluded with a vote of thanks proposed by the Member Convener.

MEMBER SECRETARY

Controller of Examinations

Vignan's Institute of Management & Technology for Women

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Date:12.02.2025

CIRCULAR

This is to inform all the members of Exam Grievance Committee to attend meeting on
15.02.2025 in Examination Branch.

PRINCIPAL

PRINCIPAL

Vignan's Institute of Management & Technology for Women
(An Autonomous Institute)
Kondapur (V), Ghatkesar (M), Medchal (D)
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Date:15.02.2025

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: 15.02.2025

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 database before the publication of the Semester End Examination results.

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
Controller of Examinations

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