



# DR. V.R.K WOMEN'S COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Premitted by Government of Telangana State  
Affiliated to Jawaharlal Nehru Technological University Hyderabad

Aziznagar (V), Moinabad (M), R.R. Dist. 500 075 - T.S.

Contact No. 7893044962 / 08413235962

Website : [www.drvrkwomenscollege.com](http://www.drvrkwomenscollege.com)

DATE : 29.05.2023

## COLLEGE LEVEL GRIEVANCE COMMITTEE

### ACADEMIC YEAR 2022-2023

The established examination grievance committee at the college level is committed to addressing student examination issues at both the college and university levels. The committee is presided over by the Principal in the capacity of Chairperson, with a senior faculty member acting as the Convener. Additionally, Heads of Departments (HoDs) and senior faculty members contribute as members. The composition of committee is as follows :

S.NO	Committee Members	Designation	Department	Position	Mobile No.
1.	Dr. B. Sasi Kumar	Principal	CSE	Chairperson	+91 9884939294
2.	Mrs. Sujatha Theodore	Associate Professor	CSE	Convener	+91 9848308316
3.	Dr. Shaik Saidulu	Professor	ECE	Member	+91 9666831909
4.	Dr. Jeya Kumar	Professor	EEE	Member	+91 9941076141
5.	Dr. Mohammed Akheel	Professor	AI & DS	Member	+91 8555915364
6.	Dr. Touseef Humaira	Professor	H & S	Member	+91 9908850237

Frequency Meeting : Once a year and when required.

#### Functions and Responsibilities :

The committee systematically collects examination-related grievances from students, convenes meetings with committee members, and resolves issues promptly within the college with a specified timeframe. If the matter extends beyond the college's jurisdiction, it is then referred to the university.

Furthermore, the committee aids students in documenting complaints and addressing unresolved issues, including those not resolved at the departmental level. Complaints are registered within 24 hours and resolved within the subsequent 48 hours within the college. If the issue transcends the college, such as concerns regarding recounting/re-evaluation of answer papers or name corrections, it is escalated to the university grievance committee. The resolution of such issues at the university level is assured within 15 days.



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DATE :30.05.2023

## CIRCULAR

Dear Members,

This is to inform you that the meeting of the Examination Grievance Redressal Committee for the academic year 2022-2023 is scheduled to be held in the Director's Room on 01.06.2023 at 11:30 a.m.

All the committee members are kindly requested to attend the meeting.

  
Principal

**PRINCIPAL**  
Dr. VRK Womens College of Engg. & Tech.  
Aziz Nagar, Moinabad, R.R. Dist.

Copy To :

1. Examination Branch
2. Academic Director
3. All Heads of the Department
4. Grievance committee members





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Website : www.drvrkwomenscollege.com

DATE : 01.06.2023

## MINUTES OF MEETING

The meeting minutes for the Examination Grievance Redressal Committee (Students) were documented on 01.06.23 at 11:30 a.m. in the Director's room. The meeting included the presence of the following members.

S.NO	Committee Members	Designation	Department	Position	Signature
1.	Dr. B. Sasi Kumar	Principal	CSE	Chairperson	
2.	Mrs. Sujatha Theodore	Associate Professor	CSE	Convener	
3.	Dr. Shaik Saidulu	Professor	ECE	Member	
4.	Dr. Jeya Kumar	Professor	EEE	Member	
5.	Dr. Mohammed Akheel	Associate Professor	AI & DS	Member	
6.	Dr. Touseef Humaira	Professor	H & S	Member	

The meeting addressed the following key points:

1. Examination of student benefits and grievances related to examinations.
2. Discussion on examination-related aspects such as Reevaluation/Re-Counting within the grievances cell.
3. Resolution of student issues involving re-correction and recounting, with subsequent forwarding to the university.
4. Matters pertaining to university-led reevaluation/recounting will be transmitted to Jawaharlal Nehru Technological University, Hyderabad.

The meeting concluded at 1:00 p.m



PRINCIPAL

PRINCIPAL  
Dr. VRK Womens College of Engg. & Tech.  
Aziz Nagar, Moinabad, R.R. Dist.



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DATE : 29.01.2023

## DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING DEPARTMENTAL LEVEL EXAMINATION GRIEVANCES COMMITTEE ACADEMIC YEAR 2022-2023

At the departmental level, the Examination Grievances Committee has been instituted to redress student concerns pertaining to examinations. The committee is chaired by the Head of Department (HOD), serving as the Chairperson, with a senior faculty member appointed as the Convener, and members consisting of the class in-charge. The particulars of the committee are outlined as follows.

S.NO	Committee Members	Designation	Department	Position	Mobile No.
1.	Dr. G. Kalaimani	Prof. & HoD	CSE	Chairperson	+91 960079052
2.	Dr. E. Seshatheri	Professor	CSE	Convener	+91 9884017323
3.	Dr. L.C. Manikandan	Professor	CSE	Member	+91 9442227338
4.	Mr. DVGS Prasad	Assistant Professor	CSE	Member	+91 9515438145
5.	Mrs. Mubeena Anjum	Assistant Professor	CSE	Member	+91 9063697834

**Frequency meeting :** Twice a year and when required.

### **Functions and Responsibilities :**

The committee diligently accepts and reviews student-submitted examination grievances, holding prompt meetings for swift resolution within the department. Issues pertaining to mid-tests, mid-term marks, and lab examinations are addressed, with complaints recorded and resolved within 24 hours. In cases where resolution is unattainable at the department level, matters are escalated to the college examination grievance committee. The committee aims for transparency, urging active participation from members during meetings and emphasizing the importance of consistent, fair decisions. Additionally, it encourages accessible grievance submission processes and tracking mechanisms to monitor the progress of each complaint..



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Website : www.drvrkwomenscollege.com

DATE :30.01.2023

## DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

### CIRCULAR

Dear Members,

This is to inform you that a meeting of the Examination Grievance Redressal Committee for the academic year 2022-2023 is scheduled to take place on 02.02.2023 at 11:30 a.m. The venue for the meeting is the Head of Department (HOD) room in the Computer Science and Engineering (CSE) department.

All committee members are kindly requested to attend this meeting.

S.NO	Committee Members	Designation	Department	Position	Signature
1.	Dr. G. Kalaimani	Prof. & HoD	CSE	Chairperson	
2.	Dr. E. Seshatheri	Professor	CSE	Convener	
3.	Dr. L.C. Manikandan	Professor	CSE	Member	
4.	Mr. DVGS Prasad	Assistant Professor	CSE	Member	
5.	Mrs. Mubeena Anjum	Assistant Professor	CSE	Member	

HoD (CSE)

Copy To:

1. Committee members
2. Department file

HEAD - DEPT OF C.S.E.  
Dr V.R.K. Women's College of Engg.& Tech.





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Website : www.drvrkwomenscollege.com

DATE :02.02.2023

## DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING MINUTES OF MEETING

The summary of the meeting for the Examination Grievances Redressal Committee (Students), conducted on February 02, 2023, at 11:30 a.m. in the CSE-HoD room at DRVRKW CET, is presented below. The meeting was attended by the following members :

S.NO	Committee Members	Designation	Department	Position	Signature
1.	Dr. G.Kalaimani	Prof. & HoD	CSE	Chairperson	
2.	Dr. E. Seshatheri	Professor	CSE	Convener	
3.	Dr. L.C. Manikandan	Professor	CSE	Member	
4.	Mr. DVGS Prasad	Assistant Professor	CSE	Member	
5.	Mrs. Mubeena Anjum	Assistant Professor	CSE	Member	

The meeting encompassed the following key points:

1. Discussion centered on student benefits and examination grievances.
2. Examination of concerns regarding mid-term tests, assignments, and lab examinations within the grievances cell.
3. Identified an out-of-syllabus question in the Descriptive Question paper, with instructions provided to the respective faculty members for correction.
4. Resolution of issues within the department grievance committee.

The meeting concluded at 1:00 p.m.



HoD (CSE)  
HEAD - DEPT OF C.S.E.  
Dr V.R.K. Women's College of Engg. & Tech.