

MINUTES OF MEETING



St. Joseph's College for Women (A)

Gnanapuram, Visakhapatnam - 530004 (A.P)

(Affiliated to Andhra University)

Reaccredited by NAAC - ISO 9001:2015, 14001:2015 Certified

Phone Nos: 0891-2558346, 7075856500, E.mail: sjcw@stjosephsvizag.com, Web: www.stjosephscollegevisakhapatnam.ac.in

EXAMINATION GRIEVANCE CELL COMMITTEE MEETING

Minutes of the Meeting

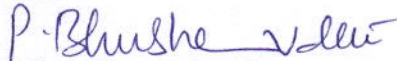
Month	August 2023	Venue	Exam Cell
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Members Present: 05			
S.No.	Name	Designation	Signatures
1.	Dr.Sr.Shyji PD	Principal	Dr. Shyji
2.	Dr.P.Bhushanavathi	Controller of Examinations	P. Bhushanavathi
3.	Dr. Rosina George	Assistant Controller of Examinations	Dr. Rosina George
4.	Dr.T.Bhashara Sudha	IQAC Co-Ordinator	Dr. T. Bhashara Sudha
5.	Sr. Shobha	Hostel Warden	Sr. Shobha

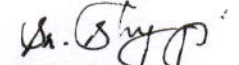
The following grievances were discussed and redressed:

Committee discussed about the revaluation applications received for UG II, IV & VI semesters of the academic year. Total 10 **applications received** for different papers and sent for revaluation. After revaluation only five members marks improved. Detailed report attached.

Committee decided to consider higher marks. Meeting ended with formal vote of thanks by chairperson.


Controller of examinations

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Visakhapatnam


Principal

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EXAMINATION GRIEVANCE CELL COMMITTEE MEETING

Minutes of the Meeting

Month	February 2023	Venue	Exam Cell
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Members Present: 06			
S.No.	Name	Designation	Signatures
1.	Dr.Sr.Shyji PD	Principal	<i>Dr. Shyji</i>
2.	Dr.P.Bhushanavathi	Controller of Examinations	<i>P. Bhushanavathi</i>
3.	Sr.Hema	Vice Principal	<i>Sr. Hema</i>
4.	Dr.T.Bhashara Sudha	IQAC Co-Ordinator	<i>Sudha</i>
5.	Sr. Nancy	Hostel Warden	<i>Nancy</i>
6.	Dr. Rosina George	Assistant Controller of Examinations	<i>Rosina</i>

The following grievances were discussed and redressed:

Committee discussed about the revaluation applications received for UG I, III & V semesters of the academic year. Total 15 **applications received** for different papers and sent for revaluation. After revaluation in one case marks improved. Detailed report attached

Committee decided to consider higher marks. Meeting ended with formal vote of thanks by chairperson.

P. Bhushanavathi
Controller of examinations.

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Dr. Shyji
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EXAMINATION GRIEVANCE CELL COMMITTEE MEETING

Minutes of the Meeting

Month	August 2022	Venue	Exam Cell
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Members Present: 05			
S.No.	Name	Designation	Signatures
1.	Dr.Sr.Shyji PD	Principal	<i>Sr. Shyji</i>
2.	Dr.P.Bhushanavathi	Controller of Examinations	<i>P. Bhushanavathi</i>
3.	Sr.Hema	Vice Principal	<i>Sr. Hema</i>
4.	Dr.T.Bhashara Sudha	IQAC Co-Ordinator	<i>T. Bhashara Sudha</i>
5.	Sr. Nancy	Hostel Warden	<i>Nancy</i>

The following grievances were discussed and redressed date wise:

Committee discussed about the revaluation applications received for UG II, IV & VI semesters of the academic year. Total **eight applications received** for different papers and sent for revaluation. After revaluation four members marks improved.

Committee decided to consider higher marks. Meeting ended with formal vote of thanks by chairperson.

P. Bhushanavathi
Controller of examinations

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EXAMINATION GRIEVANCE CELL COMMITTEE MEETING

Minutes of the Meeting

Month	January 2022	Venue	Exam Cell
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Members Present: 06			
S. No.	Name	Designation	Signatures
1.	Dr. Sr. Shyji PD	Principal	<i>Sr. Shyji PD</i>
2.	Dr. P. Bhushanavathi	Controller of Examinations	<i>P. Bhushanavathi</i>
3.	Sr. Hema	Vice Principal	<i>Sr. Hema</i>
4.	Dr. T. Bhaskara Sudha	IQAC Co-Ordinator	<i>Sudha</i>
5.	Sr. Nirmala	Hostel Warden	<i>Sr. Nirmala</i>
6.	Sr. Nancy	Hostel Warden	<i>Nancy</i>

16 Applications received for revaluation of UG I, III & V semester papers and 6 members secured higher marks and the higher marks considered as per the guidelines.

The following other grievance discussed and redressed:

Date	Grievances	Action Suggested	Action Taken
08-01-2022	18AF601 Shreyasi Bhakta requested to conduct III semester supply exams before 25 th Feb 2022 as she is attending Armed Force Service Selection	Suggested to conduct later as she represented the college in RD Parade	Conducted at later date

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EXAMINATION GRIEVANCE CELL COMMITTEE MEETING

Minutes of the Meeting

Month	Oct, Nov & Dec 2021	Venue	Exam Cell
Members Present: 05			
S.No.	Name	Designation	Signatures
1.	Dr. Sr. Shyji PD	Principal	<i>Dr. Shyji PD</i>
2.	Dr. P. Bhushanavathi	Controller of Examinations	<i>P. Bhushanavathi</i>
3.	Sr. Hema	Vice Principal	<i>Sr. Hema</i>
4.	Dr. T. Bhaskara Sudha	IQAC Co-Ordinator	<i>Dr. T. Bhaskara Sudha</i>
5.	Sr. Nirmala	Hostel Warden	<i>Sr. Nirmala</i>

Four applications received from 19 AG batch UG even semester students for revaluation. After revaluation one member marks improved and committee considered higher marks. Detailed report attached.

The following grievances other were discussed and redressed date wise:

Date	Grievances	Action Suggested	Action Taken
11-10-2021	Uma Maheswari 19AG611 requested to conduct mid exams later due to NCC Camp	Suggested to conduct later	Repeat mid exams conducted later
28-10-2021	Visakha Yadav 19AG480 requested to conduct mid exams later due to NCC Camp	Suggested to conduct later	Repeat mid exams conducted later
10-11-2021	Ch. Harika 19AG776 requested to conduct mid exams at a later date due to NCC Camp	Suggested to conduct mid exams later	Exams conducted after she returned from NCC camp
05-12-2021	21AI287 R. Srialya requested for repeat mid exams due to University JUDO competitions	Suggested to conduct mid exams later	Repeat mid exams conducted

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EXAMINATION GRIEVANCE CELL COMMITTEE MEETING

Minutes of the Meeting

Month	July 2021	Venue	Exam Cell
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Members Present: 05

S.No.	Name	Designation	Signatures
1.	Dr.Sr.Shyji PD	Principal	<i>Dr. Shyji P.</i>
2.	Dr.P.Bhushanavathi	Controller of Examinations	<i>P. Bhushanavathi</i>
3.	Sr.Hema	Vice Principal	<i>Sr. Hema</i>
4.	Dr.T.Bhashara Sudha	IQAC Co-Ordinator	<i>Sudha</i>
5.	Sr.Nirmala	Hostel Warden	<i>Sr. Nirmala</i>

Seven applications received from UG students for revaluation of different papers of I, III, V semesters.

After revaluation it was observed that in 4 papers marks secured after revaluation are higher than the original marks. Committee decided to consider higher marks as per the revaluation guidelines. 18 Applications received from UG, VI semester students for revaluation. 14 members benefited after revaluation.

The following other grievances discussed and redressed date wise:

Date	Grievances	Action Suggested	Action Taken Report
02-07-2021 07-07-2021	Priyanka Yadav 19AG457, 19AG376 (mid exams)	Requested to conduct exams on a later date	Exams both MSE & ESE conducted on a later date
15-07-2021	B.Sasi 18AF763 (ESE)		
16-07-2021	Deepika 19AG357(MSE)		
20-07-2021	D.Pavani 18AF192,		
26-07-2021	K.Swathi 19AG800 (MSE)		
31-07-2021	K.Navya 19AG591 (ESE)		
26-07-2021	T.S.Praharshitha 19AG279 requested to allow with bandage	Suggested to allow	Allowed with bandage for exams
31-07-2021	Srinidhi 18AF456 requested for repeat mid exam	Suggested to conduct due to Covid	Conducted on a later date

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EXAMINATION GRIEVANCE CELL COMMITTEE MEETING

Minutes of the Meeting

Month	September & October 2020	Venue	Virtual meeting
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S.No.	Name	Designation	Signatures
1.	Dr. Sr. Shyji PD	Principal	Dr. Sr. Shyji PD
2.	Dr. P. Bhushanavathi	Controller of Examinations	P. Bhushanavathi
3.	Dr. T. Bhaskara Sudha	IQAC Co-Ordinator	T. Bhaskara Sudha
4.	Ms. D. A. Ramani	HOD, Dept. of Office Management	D. A. Ramani
5.	Dr. Capt. K. Sujatha	HOD, Dept. of Mathematics	K. Sujatha
6.	Sr. K. C. Mary	Office Superintendent	Sr. Mary K.C.
7.	Sr. Nirmala	Hostel Warden	Sr. Nirmala
8.	Sr. Hema	Vice Principal	Sr. Hema

Committee met in the month of September 2020 to resolve the following grievances:

Government of India declared lockdown from March 25th, 2020, due to Covid-19 pandemic. In view of uncertainty due to lockdown, scheduled ESE of II, IV & VI semesters of 2019-2020 academic year were postponed indefinitely.

Examination committee in its virtual meeting decided to conduct VI ESE in the month of September 2020 and decided to conduct repeat ESE in different schedules for all those who missed the first schedule for various reasons.

Nearly 50 students send request mails to the examination cell mail id with various grievances related to the ESE.

Grievances Redressal Committee met and suggested EC to send the reply to mails of all the students giving information about the multiple schedules of ESE and the choice of attending any of the schedules of exams.

Four applications received for revaluation of different papers of II, IV, VI semesters from UG students and three members marks improved, and committee considered the higher marks.

P. Bhushanavathi

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EXAMINATION GRIEVANCE CELL COMMITTEE MEETING

Minutes of the Meeting

Month	October 2019	Venue	Examination cell
Members Present: 08			
S.No.	Name	Designation	Signatures
1.	Dr. Sr. Shyji PD	Principal	Dr. Shyji
2.	Dr. P. Bhushanavathi	Controller of Examinations	P. Bhushanavathi
3.	Dr. T. Bhaskara Sudha	IQAC Co-Ordinator	Sudha
4.	Ms. D. A. Ramani	HOD, Dept. of Office Management	D. A. Ramani
5.	Dr. Capt. K. Sujatha	HOD, Dept. of Mathematics	K. Sujatha
6.	Sr. K. C. Mary	Office Superintendent	Sr. Mary K.C
7.	Sr. Nirmala	Hostel Warden	Sr. Nirmala
8.	Sr. Hema	Vice Principal	Sr. Hema

The following grievances discussed and resolved in the month of October:

- 1) 17AE856 B. Jyothsna requested to issue hall ticket on the day of exam as she is attending NCC Camp.
Request considered.
- 2) 17AE1003 requested to give permission to discontinue due to pregnancy and wish to rejoin next year.
Request accepted.
- 3) 16AD531 requested to conduct VI semester repeat mid semester exams (practical) as she could not attend last year due to shortage of attendance.
Repeat mid practical exams conducted.
- 4) Harika. K could not attend V semester Maths and Computer Science practical exams due to personal issues. 17AE865 P. Mounica also could not attend Maths and Computer Science due to personal problems. Requested to reconduct.
Allowed them to write special supplementary exams in the month of January.
- 5) Srja.Ch requested to reconduct mid I exam as she could not attend due to heavy traffic on that day.
Request considered. As per the suggestion of the committee repeat mid exams conducted.
- 6) **Seven applications received for different papers** for the revaluation of UG I, III, V semester from the UG students. After evaluation three members secured higher marks. Committee decided to consider higher marks as per the guidelines. Detailed report attached.

P. Bhushanavathi
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EXAMINATION GRIEVANCE CELL COMMITTEE MEETING

Minutes of the Meeting

Month	June 2019	Venue	Exam Cell
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Members Present: 08			
S.No.	Name	Designation	Signatures
1.	Dr.Sr.Shyji PD	Principal	Dr. Shyji
2.	Dr.P.Bhushanavathi	Controller of Examinations	P. Bhushanavathi
3.	Dr.P.Sarada	IQAC Co-Ordinator	Dr. P. Sarada
4.	Ms.D.A.Ramani	HOD, Dept. of Office Management	D. A. Ramani
5.	Dr.Capt.K.Sujatha	HOD, Dept. of Mathematics	K. Sujatha
6.	Sr.K.C.Mary	Office Superintendent	Sr. Mary K.C
7.	Sr.Nirmala	Hostel Warden	Sr. Nirmala
8.	Sr.Hema	Vice Principal	Sr. Hema

Controller of examinations put forward the revaluation applications received from the students and the result after revaluation of the even semester examinations conducted in March 2019.

12 applications from Seven different papers for the revaluation of UG II, IV & VI semesters from the UG students. Detailed report attached.

After revaluation it was observed that in four papers marks secured after revaluation are higher than the original marks.

Committee decided to consider higher marks as per the revaluation guidelines. But in one paper the difference between the original marks and marks secured in the revaluation exceeds 15%. So the paper sent for second valuation.

Committee decided to consider the average of highest marks secured in any two valuations for that paper as per guidelines.

Meeting concluded with the formal Vote of Thanks by the Chairperson.

P. Bhushanavathi
Controller of examinations

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EXAMINATION GRIEVANCE CELL COMMITTEE MEETING

Minutes of the Meeting

Month	December 2018	Venue	Exam Cell
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Members Present: 07			
S.No.	Name	Designation	Signatures
1.	Dr.Sr.Shyji PD	Principal	<i>Dr. Shyji</i>
2.	Dr.P.Bhushanavathi	Controller of Examinations	<i>P. Bhushanavathi</i>
3.	Sr.Hema	Vice Principal	<i>Sr. Hema</i>
4.	Dr.K.Sujatha	HOD, Dept. of Mathematics	<i>K. Sujatha</i>
5.	Dr.M.Sai Leela	HOD, Dept. of Home Science	<i>Sai Leela</i>
6.	Dr.P.Mangaveni	HOD, Dept. of Chemistry	<i>Mangaveni P</i>
7.	Sr.Alice Mary	Advisor to Committee	<i>Sr. Alice Marie</i>

Controller of the examination put forward the revaluation applications received from the UG students and the result after revaluation of the odd semester examinations conducted in October 2018.

Eight applications received for Nine different papers. After revaluation, marks improved for four students. Detailed report attached.

Committee decided to consider the improved marks for the benefit of the students.

In all other cases revaluation marks are either lower than the original marks or fails to secure pass marks. It was decided by the committee that in all such cases revaluation marks shall be ignored.

Meeting concluded with formal Vote of Thanks.

P. Bhushanavathi
Controller of examinations

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Dr. Shyji
Principal

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