

Est. 2011



VISAT ENGINEERING COLLEGE

Nelloorupara, Mutholapuram P O, Elanji, Ernakulam - 686665

Approved by AICTE, Recognized by DTE Kerala

Affiliated to the APJ Abdul Kalam Technological University, TVM

Tel No: 0485 - 2259900 / Web : www.visat.ac.in / E-Mail : office@visat.ac.in

Metric No: 2.5.1 MECHANISM OF INTERNAL/EXTERNAL ASSESSMENT IS TRANSPARENT AND THE GRIEVANCE REDRESSAL SYSTEM IS TIME-BOUND AND EFFICIENT.

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VISAT ENGINEERING COLLEGE MANAGED BY UNISIS GROUP OF COMPANIES

VIT/ADM/CMT/2022/13

16/03/2022

CIRCULAR

Student's Grievances Redressal Committee for the academic year 2022-23 is constituted with the following members.

S. No	Name	Designation
1	Wing Cdr. Pramod Nair, Director	Member
2	Dr. Anoop.K.J., Principal	Chairman
3	Prof. P.S. Subin, Registrar	Member
4	Prof. Bindhu Elias, Dean - Academics	Member
5	Prof. Dr. Fed Mathew, Dean - Students Affairs	Member
6	Mr. Shaji Augustine, PRO	Member
7	Prof. Sheeja Bhasker, HoD SH	Member
8	Prof. Sheena Bhasker, First Year Coordinator	Member
9	Mr. Elvin Kuruvilla, TPO	Member
10	Mr. Eldhose K Paul, HoD CSE	Member
11	Mrs. Timi Thomas, HoD, CE	Member
12	Mrs. Shyama M, HoD, ECE	Member
13	Mr. Akhil Beshy, HoD EEE	Member
14	Mr. Rabees Ibrahim, HoD ME	Member
15	Mr. Ramesh M, KTU Coordinator	Member Secretary

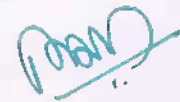
Frequency of the Conduct of Meeting: Every Wednesday's of all Calendar Month.


Principal

Copy to:

1. Director, Principal, Registrar, Dean- Academics, Dean- Students Affairs, Office.
2. HOD-SH, HOD- CE, HOD-CS, HOD- EE, HOD- EC, HOD- ME, All Departments
3. Above Members





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MINUTES OF MEETING- STUDENT'S GRIEVANCES REDRESSAL COMMITTEE

Academic Year: 2022-23		Date: 16-6-2023	
Name of Facilitator: Principal		Time: 2.00 pm	
Meeting Type: Scheduled		Venue: Conference Hall	
Name of the Attendees	Sign	Name of the Attendees	Sign
Prof. Subin P S, Registrar		Akhil Beshy, HoD EEE	
Sheena Bhaskar, 1st year Coordinator		Divya Nair, HoD CSE& IQAC Coordinator	
Prof. Dr. Fed Mathew, Dean - Students Affairs		Ramesh M, KTU Coordinator	
Tini Thomas, HoD CE			
AGENDA			
Discussion on previous minutes and action taken report		Discussion on break of study of 2022-26 batch student (Aswin)	
Portal issues during supply registration time		Migration certificate issue of Arthur ECE	



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DISCUSSIONS & SUGGESTIONS

1.	The members went through the minutes of the previous meeting and action taken report and expressed their acceptance	
2.	Discussed the BREAK OFF STUDY of Arthur ECE	
3.	Discussed the refund of revaluation amount	
4.	Discussed the ktu portal downtime issues	
5.	Discussed the count of certificates to bring to KTU (qe verification of current S2 & S6 STUDENTS)	
6.		
7.		
8.		
9.		
		<i>[Signature]</i> Sigo(Principal)
ACTIONS TAKEN		
1.	Decided to send mail to ktu regarding issue of Supply Registration fee payment failure	
2.	Created a Google form for Distributing	
3.	Distributed the certificates to Suraj R Krishnan	
4.		
		<i>[Signature]</i> Principal(Sigo)



[Signature]

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Fwd: Exam Registration cancel Request inbox



SUGANDHI sugandhi@visat.ac.in
to me

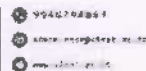
Fri, 15 Dec, 13:07 (3 days ago) ☆ ↶ ⋮

----- Forwarded message -----

From: **Nayana Prakash** <prakashnayana480@gmail.com>
Date: Fri May 12, 2023 at 11:48 AM
Subject: Exam Registration cancel Request
To: <office@visat.ac.in>

I am Nayana Prakash 2017 to 2021 batch students, department ECE. When doing supply registration s4, s3 subject was also done without knowing it, so the registration of this subject should be cancelled. Subject is Life skill (HS218 | S3 Subject. Please do needful asap.

Regards
Nayana Prakash



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Navigation icons: back, forward, search, refresh, print, share, etc.

Fwd: To reinstate the supply registration Reply



SUGANDHI, office@visat.ac.in
to me

Fri, 10 Dec, 12:11 (2 days ago) ☆ ↶ ⋮

----- Forwarded message -----

From: Ajay Joseph Antony <ajayjosephanthony52@gmail.com>
Date: Fri, Feb 10, 2023 at 3:39 PM
Subject: To reinstate the supply registration
To: <office@visat.ac.in>

From: Ajay Joseph Antony
S4 cse
Subject: To reinstate the supply registration
To: Divya mam hod cse department
Ma'am

I am writing this letter to request you to reinstate my supply registration as there happened a mistake while I am registering. While registering for supply exam instead of 4 exams I marked for 2 exams. Ma'am I would like you to correct this mistake from my side.

Thanking you,
Ajay Joseph Antony



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