

### 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

#### **GRIEVANCE COMMITTEE MEETING MINUTES**

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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



PRINCIPAL
VISAT ENGINEERING COLLEGE
(Affiliated to APJ AKT University)
Elanii, Etnakulam - 686 665



## MINUTES OF MEETING- STUDENT'S GRIEVANCES REDI ESSAL COMMITTEE

Academic Yvar: 2022-23		Date: 22-8-2022		
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	OW.	Akhil Beshy, HoD EEE		
Sheena Bhaskar, 1st year Coordinator	8/	Divya Nair, HoD CSE& IQAC Coordinator	Day	
Prof. Dr. Fed Mathew, Dean - Students Affairs		Ramesh M, KTU Coordinator	Dark	
Timi Thomas. HoD CE	The state of the s			
	AGE	NDA —		
Discussion on previous minutes action taken report		2018-22 batch certificate ver KTU	ification at	
Portal issues during Exam time		Jesteena's portal correction		
				<b>1</b>
		sing College, E.		
		Elus 686 902	$\sim \sim$	
		Standar Mar	1 Mail	
		VISAT FNCIA	INCIPAL REERING COLL	

	DISCUSSIONS & SUGGESTIONS	
1.	The members went through the minutes of the previous meeting and action taken report and expressed their acceptance.\	
2.	Piscussed the portal correction of 1 student	
3.	Discussed the refund of cancelled exam	
4.	Discussed the ktu portal downtime issues	
5.	Discussed the count of certificates to bring to KTU (qc verification of 2018-22 batch)	
6.		
7		
8		
9	mV.	5
	Sign(Principal)	
	ACTIONS TAKEN	
1.	Decided to send mail to ktu regarding Jesteens's (s7 CE)issue	
2.	Created a google form for collecting data correctopn	
3.	( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( (	
4.	Mutholaduras Mr. 7	<u> </u>
	VISAT E PRINCIPAL IV)  (Affilivisat Engineering College Ela (Affiliated to APJ AKT University)  (Affiliated to APJ AKT University)	



## MINUTES OF MEETING- STUDENT'S GRIEVANCES REDRESSAL COMMITTEE

Academic Year: 2022-23		Date: 23-10-2022		
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	ON/	Akhil Beshy, HoD EEE	Au	
Sheena Bhaskar, 1st year Coordinator	by	Divya Nair, HoD CSE& IQAC Coordinator		
Prof. Dr. Fed Mathew, Dean - Students Affairs	Jack	Ramesh M, KTU Coordinator	Denil	
Timi Thomas. HoD CE	of			
	AGE	NDA		
Discussion on previous minutes	and	2019-23 batch certificate ver	rification at	
action taken report		KTU on 3/11/22		
Portal issues during Exam time		cancelation of registered sup Examination of Afna Azees		
	1/80	43.		
	Engineering		Chlie	
		Mutrolog VISAT ENGINEER	IPAL.	

	DISCUSSIONS & SUGGESTIONS	
1.	The members went through the minutes of the previous meeting and action taken report and expressed their acceptance.	
2.	Discussed the cancellation of exam registration of 1 student	
3.	Discussed the refund of revaluation	
4.	Discussed the ktu portal downtime issues	
5.	Discussed the count of certificates to bring to KTU	
6.		
7		
8		
9	Com?	2
. 18	Sign(Principal)	
	ACTIONS TAKEN	
1.	Decided to Refund the exam fees to Afna Azeez	
2.	Created a google form for exam registration data collection	
3.	College, Elan	
4.	P.O. * S. J. S.	~
	Principal(Sign)	N
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	VISAT-ENGINEERING  (Affiliated to APJ AKT University)  (Affiliated to APJ AKT University)  Elanji, Ernakulam - 686 665	



# MINUTES OF MEETING- STUDENT'S GRIEVANCES REDRESSAL COMMITTEE

Academic Year: 2022-23		Date: 16-12-2022		
Name of Facilitator: Principal		Time: 2.00 pm		Tagg at
Meeting Type: Scheduled		Venue: Conference Hall		
Name of the Attendees	Sign	Name of the Attendees	Sign	
Prof. Subin P S, Registrar	W	Akhil Beshy, HoD EEE	16	2
Sheena Bhaskar, 1st year Coordinator	G	Divya Nair, HoD CSE& IQAC Coordinator	9	
Prof. Dr. Fed Mathew, Dean - Students Affairs	c. Out	Ramesh M, KTU Coordinator	Dul	
Timi Thomas. HoD CE	- Page		10,000	
	A CPN			
Discussion on previous minute	AGEN			-
action taken report	os and	Discussion on break of study 23 batch student (Suraj R Kri	of 2019-	
Portal issues during registratio	n time	Migration certificate issue of Raju (EEE)	Eldho	
	110	e, Elanji		
	111	0		
	100	Sur		
		W * Walley		
		PRINCIPAL VISAT ENGINEERING COLLEGE VISAT EN	GE	
		VISAT ENGINEERING COLUMN (Affiliated to APJ AKT Univers Elanji, Ernakulam - 686 6	<del>ity)</del> 665	

	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	
3.	Discussed the refund of revaluation amount	
4.	Discussed the ktu portal downtime issues	
5.	Discussed the count of certificates to bring to KTU (qc verification of 2022-26batch)	
6.		
7		
8		
9		
	Sign(Principal)	
	ACTIONS TAKEN	
1.	Decided to send mail to ktu regarding issue of Eldho Raju (EEE)	
2	Created a google form for collecting refund amount	
3	Engine Strain	
4	(NJ)	
	PRINCIPAL VISAT ENGINEERING COLLEGE VISAT ENGINEERING COLLEGE (Affiliated to APJ AKT University) (Affiliated to APJ AKT University) Elanji, Ernakulam - 686 665 Principal(Sign)	

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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	Q)a	Akhil Beshy, HoD EEE	10%	
Sheena Bhaskar, 1st year Coordinator	Con	Divya Nair, HoD CSE& IQAC Coordinator		
Prof. Dr. Fed Mathew, Dean - Students Affairs	(De	Ramesh M, KTU Coordinator	Day.	
Timi Thomas. HoD CE	1			
	1 X			
	AGE	NDA		
Discussion on previous minutes	and	Discussion on break of study	of 2022-	
action taken report		26 batch student (Aswin)		
Portal issues during supply registration time		Migration certificate issue of ECE	Arthur .	
	wege, Elany			
	100	*		
	365 655	Las ( orgh)		4
	El ON CO	PRINCIPAL		
	JASIV * WI			
		Elanji, Ernakulam - 686 665		

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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 (qc verification of current S2 & S6 STUDENTS)	
6.		
7		
8		
9		Self-sum of
	Cough J.	
	Sign(Principal)	
1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	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 Elanji	
4.	PRINCIPAL PRINCI	
	VISAT ENGINEERING COLLEGE (Affiliated to APJ AKT University) Elanji, Ernakulam - 686 665	