



# 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](http://www.visat.ac.in) / E-Mail : [office@visat.ac.in](mailto:office@visat.ac.in)

## GRIEVANCE COMMITTEE MEETING MINUTES

### INDEX

Sl.No.	Document	Page Number
1.	2022 - 2023	1-9



# 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



PRINCIPAL

VISAT ENGINEERING COLLEGE  
(Affiliated to APJAKT University)  
Elanjit, Ernakulam - 685 665



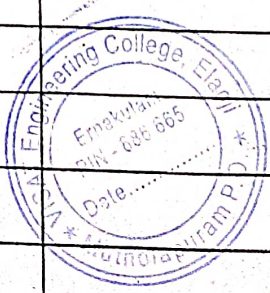


**MINUTES OF MEETING- STUDENT'S GRIEVANCES REDRESSAL COMMITTEE**

Academic Year: 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		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	
Timi Thomas. HoD CE			

**AGENDA**

Discussion on previous minutes and action taken report	2018-22 batch certificate verification at KTU
Portal issues during Exam time	Jesteena's portal correction



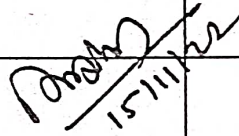
**PRINCIPAL**  
**VISAT ENGINEERING COLLEGE**  
 (Affiliated to APJ AKT University)  
 Eluru, Srisakulam - 686 665





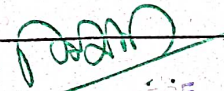
## DISCUSSIONS & SUGGESTIONS

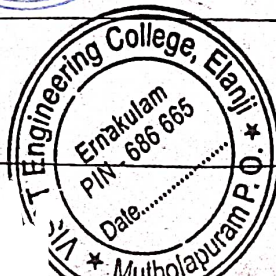
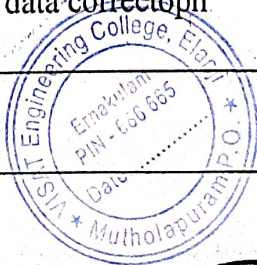
1.	The members went through the minutes of the previous meeting and action taken report and expressed their acceptance.\
2.	Discussed the portal correction of 1 student
3.	Discussed the refund of cancelled exam
4.	Discussed the ktu portal downtime issues
5.	Discussed the count of certificates to bring to KTU (qc verification of 2018-22 batch)
6.	
7.	
8.	
9.	

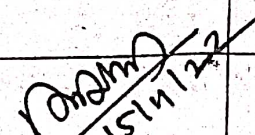
  
15/11/22  
Sign(Principal)

## 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.	

  
PRINCIPAL (V)  
VISAT ENGINEERING COLLEGE  
(Affiliated to APJ AKT University)  
Elanji, Ernakulam - 686 665



  
15/11/22  
Principal(Sign)





**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		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	
Timi Thomas. HoD CE			

**AGENDA**

Discussion on previous minutes and action taken report	2019-23 batch certificate verification at KTU on 3/11/22
Portal issues during Exam time	cancelation of registered supplementary Examination of Afna Azees

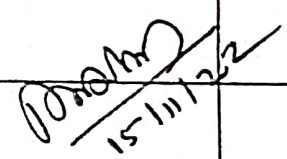


**PRINCIPAL**  
VISAT ENGINEERING COLLEGE  
(Affiliated to APJ AKT University)  
Elanji, Ernakulam - 686 665

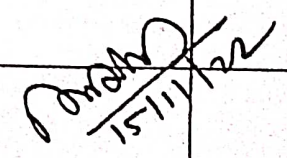

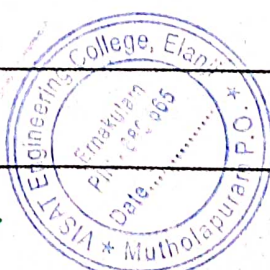
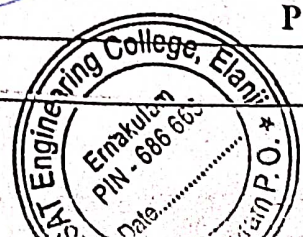




## DISCUSSIONS & SUGGESTIONS

1.	The members went through the minutes of the previous meeting and action taken report and expressed their acceptance.	
2.	Discussed the 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.		
		 15/11/22 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.		
4.		
		 15/11/22 Principal(Sign)
 <b>PRINCIPAL</b> <b>VISAT ENGINEERING COLLEGE</b> (Affiliated to APJ AKT University) Elanji, Ernakulam - 686 665		 



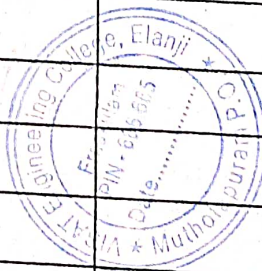


## MINUTES OF MEETING- STUDENT'S GRIEVANCES REDRESSAL COMMITTEE

Academic Year: 2022-23		Date: 16-12-2022	
Name of Facilitator: Principal		Time: 2.00 pm	
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	
Timi Thomas. HoD CE			

### AGENDA

Discussion on previous minutes and action taken report	Discussion on break of study of 2019-23 batch student (Suraj R Krishnan)
Portal issues during registration time	Migration certificate issue of Eldho Raju (EEE)



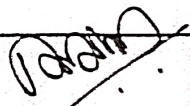
**PRINCIPAL**  
**VISAT ENGINEERING COLLEGE**  
 (Affiliated to APJ AKT University)  
 Elanji, Ernakulam - 686 665





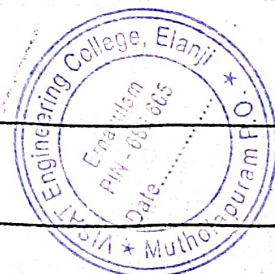
## DISCUSSIONS & SUGGESTIONS

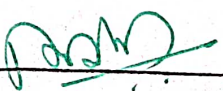
1.	The members went through the minutes of the previous meeting and action taken report and expressed their acceptance	
2.	Discussed the BREAK OFF STUDY	
3.	Discussed the refund of revaluation amount	
4.	Discussed the ktu portal downtime issues	
5.	Discussed the count of certificates to bring to KTU (qc verification of 2022-26batch)	
6.		
7.		
8.		
9.		

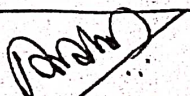
  
Sign(Principal)


## 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.		
4.		



  
PRINCIPAL  
VISAT ENGINEERING COLLEGE  
(Affiliated to APJ AKT University)  
Elanji, Ernakulam - 686 665

  
Principal(Sign)

  
18/2/23



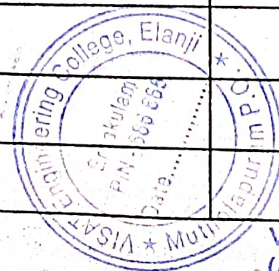


## MINUTES OF MEETING- STUDENT'S GRIEVANCES REDRESSAL COMMITTEE

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	
Timi 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



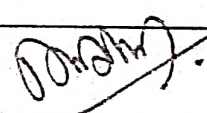
PRINCIPAL

VISAT ENGINEERING COLLEGE  
(Affiliated to APJ AKT University)  
Elanji, Ernakulam - 686 665





## DISCUSSIONS & SUGGESTIONS

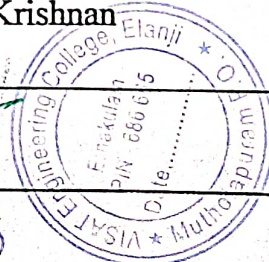
1.	The members went through the minutes of the previous meeting and action taken report and expressed their acceptance	
2.	Discussed the BREAK OFF STUDY of Arthur ECE	
3.	Discussed the refund of revaluation amount	
4.	Discussed the ktu portal downtime issues	
5.	Discussed the count of certificates to bring to KTU (qc verification of current S2 & S6 STUDENTS)	
6.		
7.		
8.		
9.		
		 Sign(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.		

  
PRINCIPAL

VISAT ENGINEERING COLLEGE  
(Affiliated to APJ AKT University)  
Elanji, Ernakulam - 686 665



  
Principal(Sign)