

**2.5.2 (1)**

**Minutes of Examination  
Grievance Cell**



# NARASARAOPETA ENGINEERING COLLEGE

(AUTONOMOUS)

Kotappakonda Road, Yellamanda (P.O), NARASARAOPET - 522 601, Guntur Dist. A.P.

Sponsored by Gayatri Educational Development Society, Narasaraopet.

Approved by AICTE & Permanently Affiliated to Jawaharlal Nehru Technological University. Code : 47

Thrice Accredited by **NBA (CSE & ECE)** & Accredited by **NAAC "A" Grade**

Ph: 08647-239903 & 08647-239902 (Fax)

Visit us at : [www.nrtec.in](http://www.nrtec.in)

E-mail : [principal@nrtec.in](mailto:principal@nrtec.in)

## Exam Grievance Committee-Minutes of Meeting

A.Y: 2020-2021

Meeting of the examination grievance committee was held on 1<sup>st</sup> September 2021 at 11 AM in the Chambers of Controller of the Examinations:

### **Members Present:**

1. Dr.M.Sreenivasa Kumar, Principal & Chief Controller of Examinations
2. Mr.V.Mahesh Babu, Controller of Examinations
3. Dr.D.Suneel, Vice Principal
4. Dr.V.Venkata Rao, Prof. & HoD, ECE

### **The following points were discussed in the meeting:**

1. Discussion regarding smooth conduction of examinations
2. Planning of the other activities for sensitizing the students related to examination guidelines

### **Resolutions:**

1. The implementation of dress code should be made strictly during the examinations, and students should be warned not to mal practice during the examinations.
2. The faculty should be advised to go through the examination manual to make the pool proof examination system.
3. The information received from the students regarding examination grievances to be addressed within time

S.No.	Name	Signature
1	Dr.M.Sreenivasa Kumar	
2	Mr.V.Mahesh Babu	
3	Dr.D.Suneel	
4	Dr.V.Venkata Rao	

**Controller of examinations**

Narasaraopeta Engineering College, Narasaraopet

**Controller of Examination**

**NARASARAOPETA ENGINEERING COLLEGE**

**(AUTONOMOUS)**

**NARASARAOPET - 522 601**

**Guntur (Dist.), A.P.**



# NARASARAOPETA ENGINEERING COLLEGE (AUTONOMOUS)

Kotappakonda Road, Yellamanda (P.O), NARASARAOPET - 522 601, Guntur Dist. A.P.  
Sponsored by Gayatri Educational Development Society, Narasaraopet.

Approved by AICTE & Permanently Affiliated to Jawaharlal Nehru Technological University. Code : 47

Thrice Accredited by NBA (CSE & ECE) & Accredited by NAAC "A" Grade - ISO 9001 : 2008 Certified Institution.

Ph: 08647-239903 & 08647-239902 (Fax)

Visit us at : [www.nrtec.ac.in](http://www.nrtec.ac.in)

E-mail : [principal@nrtec.ac.in](mailto:principal@nrtec.ac.in)

## Exam Grievance Committee-Minutes of Meeting

A.Y: 2019-2020

Meeting of the examination grievance committee was held on 21<sup>st</sup> October 2020 at 3 PM in the Chambers of Controller of the Examinations:

### Members Present:

1. Dr.M.Sreenivasa Kumar, Principal & Chief Controller of Examinations
2. Mr.V.Mahesh Babu, Controller of Examinations
3. Dr.D.Suneel, Dean, Academics
4. Dr.V.Venkata Rao, Prof. & HoD, ECE

### The following points were discussed in the meeting:

1. Smooth conduction of examinations for upcoming semester
2. Streamlining the examination system to address grievance issues with in time
3. Issue of hall tickets and prompt payment of examination fee
4. The examination venues allotment in view of COVID-19

### Resolutions:

1. The issue of hall tickets and mark lists are to be given utmost care and examination department to monitor the same.
2. Student are advised to approach examination section within one week after declaration of results to report for any grievances.
3. The problems related to online examination fee payments are to be explained to students.
4. In view of Covid-19 special rooms are provided to affected students

S.No.	Name	Signature
1	Dr.M.Sreenivasa Kumar	
2	Mr.V.Mahesh Babu	
3	Dr.D.Suneel	
4	Dr.V.Venkata Rao	

Controller of examinations

Narasaraopeta Engineering College, Narasaraopet

Controller of Examination  
NARASARAOPETA ENGINEERING COLLEGE  
(AUTONOMOUS)  
NARASARAOPET - 522 601  
Guntur (Dist.), A.P.





# NARASARAOPETA ENGINEERING COLLEGE

(AUTONOMOUS)

Kotappakonda Road, Yellamanda (P.O), NARASARAOPET - 522 601, Guntur Dist. A.P.

Sponsored by Gayatri Educational Development Society, Narasaraopet.

Approved by AICTE & Permanently Affiliated to Jawaharlal Nehru Technological University. Code : 47

Thrice Accredited by NBA (CSE & ECE) & Accredited by NAAC "A" Grade - ISO 9001 : 2008 Certified Institution.

Ph: 08647-239903 & 08647-239902 (Fax)

Visit us at : www.nrtec.ac.in

E-mail : principal@nrtec.ac.in

## Exam Grievance Committee-Minutes of Meeting

A.Y: 2018-2019

Meeting of the examination grievance committee was held on 30<sup>th</sup> May 2019 at 11 AM in the Chambers of Controller of the Examinations:

### Members Present:

1. Dr.M.Sreenivasa Kumar, Principal & Chief Controller of Examinations
2. Mr.V.Mahesh Babu, Controller of Examinations
3. Dr.D.Suneel, Dean, Academics
4. Dr.V.Venkata Rao, Prof. & HoD, ECE


### The following points were discussed in the meeting:

1. Malpractice of students
2. Scheduling of examinations Morning/Afternoon
3. Issue of hall tickets and prompt payment of examination fee

### Resolutions:

1. Invigilators are advised to monitor for effective conduction of the examinations.
2. For the convenience of the examination section the exams are conducted in both sessions in spite of certain difficulties.
3. The problems related to online examination fee payments are explained to first year students.

S.No.	Name	Signature
1	Dr.M.Sreenivasa Kumar	
2	Mr.V.Mahesh Babu	
3	Dr.D.Suneel	
4	Dr.V.Venkata Rao	

  
Controller of examinations  
Narasaraopeta Engineering College, Narasaraopet  
(AUTONOMOUS)  
NARASARAOPET - 522 601  
Guntur (Dist.), A.P.



# NARASARAOPETA ENGINEERING COLLEGE

(AUTONOMOUS)

Kotappakonda Road, Yellamanda (P.O), NARASARAOPET - 522 601, Guntur Dist. A.P.

Sponsored by Gayatri Educational Development Society, Narasaraopet.

Approved by AICTE & Permanently Affiliated to Jawaharlal Nehru Technological University. Code : 47

Thrice Accredited by **NBA (CSE & ECE)** & Accredited by **NAAC "A" Grade**

Ph: 08647-239903 & 08647-239902 (Fax)

Visit us at : [www.nrtec.ac.in](http://www.nrtec.ac.in)

E-mail : [principal@nrtec.ac.in](mailto:principal@nrtec.ac.in)

## Exam Grievance Committee-Minutes of Meeting

A.Y: 2017-2018

Meeting of the examination grievance committee was held on 18<sup>th</sup> May 2018 at 3 PM in the Chambers of Controller of the Examinations:

### Members Present:

1. Dr.M.Sreenivasa Kumar, Principal & Chief Controller of Examinations
2. Mr.V.Mahesh Babu, Controller of Examinations
3. Dr.D.Suneel, Dean, Academics
4. Dr.V.Venkata Rao, Prof. & HoD, ECE

### The following points were discussed in the meeting:

1. Monitoring the discipline and reducing malpractice
2. Notifications of the revaluation and scheduling of supply exams in line with regular exams
3. Spot valuation and declaration of results

### Resolutions:

1. Meetings to be arranged with faculty to guide them relating the exam guidelines
2. It is advised to take care of proper scheduling of supplementary exams to benefit the students
3. Steps should be taken to finish the valuation in time so that results can be declared at the earliest

S.No.	Name	Signature
1	Dr.M.Sreenivasa Kumar	
2	Mr.V.Mahesh Babu	
3	Dr.D.Suneel	
4	Dr.V.Venkata Rao	

Controller of examinations

Narasaraopeta Engineering College, Narasaraopet

Controller of Examination  
NARASARAOPETA ENGINEERING COLLEGE  
(AUTONOMOUS)  
NARASARAOPET - 522 601  
Guntur (Dist.), A.P.





# NARASARAOPETA ENGINEERING COLLEGE

(AUTONOMOUS)

Kotappakonda Road, Yellamanda (P.O), NARASARAOPET - 522 601, Guntur Dist. A.P.

Sponsored by Gayatri Educational Development Society, Narasaraopet.

Approved by AICTE & Permanently Affiliated to Jawaharlal Nehru Technological University. Code : 47

Thrice Accredited by **NBA (CSE & ECE)** & Accredited by **NAAC "A" Grade**

Ph: 08647-239903 & 08647-239902 (Fax)

Visit us at : [www.nrtec.ac.in](http://www.nrtec.ac.in)

E-mail : [principal@nrtec.ac.in](mailto:principal@nrtec.ac.in)

## Exam Grievance Committee-Minutes of Meeting

A.Y: 2016-2017

Meeting of the examination grievance committee was held on 12<sup>th</sup> June 2017 at 3 PM in the Chambers of Controller of the Examinations:

### Members Present:

1. Dr.B.V.Rama Mohana Rao, Principal & Chief Controller of Examinations
2. Mr.V.Mahesh Babu, Controller of Examinations
3. Dr.D.Suneel, Dean, Academics
4. Dr.V.Venkata Rao, Prof. & HoD, ECE

### The following points were discussed in the meeting:

1. Examination grievances
2. Problems regarding issue of mark sheets and other exam related matters
3. Issue of hall tickets

### Resolutions:

1. Hall Tickets and mark lists are issued in time, the examination conduction has to be strict.
2. The problems and FAQ related to online examination fee payments are discussed with students

S.No.	Name	Signature
1	Dr.B.V.Rama Mohana Rao	
2	Mr.V.Mahesh Babu	
3	Dr.D.Suneel	
4	Dr.V.Venkata Rao	

**Controller of examinations**

Narasaraopeta Engineering College, Narasaraopet

Controller of Examinations  
NARASARAOPETA ENGINEERING COLLEGE  
(AUTONOMOUS)  
NARASARAOPET - 522 601  
Guntur (Dist.), A.P.