

# Toc H INSTITUTE OF SCIENCE & TECHNOLOGY

TIST


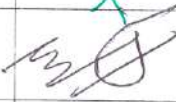

## TIST STUDENTS' GRIEVANCE REDRESSAL COMMITTEE (T- SGRC)

Minutes of the Meeting held on 13.04.2023

**GRIEVANCE:** KTU exam written was marked absent because of wrong barcode

**Complainant:** Mr Sudhi Sudhakaran M. Tech Thermal Engineering Student of SEM II, TIST

- Grievance letter was received on 12.04.2023
- Copy of the grievance letter was forwarded to Principal, the chief superintendent of exams, Asst Prof Smitha Mohan, KTU coordinator & Asst Prof Girish P, Deputy chief superintendent of exams, TIST - KTU Exam Cell on the same day the request was received
- Chief superintendent of exams conducted a meeting of the officials represented above and requested or immediate communication with the University requesting for all steps necessary to support the student
- Deputy chief superintendent of exams Asst Prof Girish P agreed to mail a request to the university accordingly
- The student himself will communicate with the University to enhance the process

No	Name	Designation	Signature
1.	Prof Dr Preethi Thekkath	Principal	
2.	Dr Sreeja M S	SGRC	
3.	Asst Prof Girish P	Deputy chief superintendent of exams	
4.	Asst Prof Smitha Mohan	Faculty coordinator KTU	
5.	Sudhi Sudhakaran	Complainant representatives	

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Action Taken Report

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- Chief superintendent of exams conducted a meeting of the officials represented above and requested or immediate communication with the University requesting for all steps necessary to support the student
- Deputy chief superintendent of exams Asst Prof Girish P communicated twice with KTU through e mail
- The student also mailed a request to the university on 16.05.2023
- KTU said the process will take few more days , and instructed the student to appear for the supplementary exam as a safe step
- The student wrote the exams as per the above instruction
- Chief superintendent of exams Dr Preethi Thekkath contacted Controller of exams over phone two times in between to enhance the process
- On 09.06.2023 the Grievance cell again followed up the case . Contacted the student and pacified him
- Awaiting favorable response from KTU

