













**SIR M. VISVESVARAYA INSTITUTE OF TECHNOLOGY
BANGALORE 562 157**

Date: 23.03.2023

**Proceedings of Student welfare committee/Grievance redressal cell
Meeting held on 23rd March 2023 at 3 pm in the Principal's Board Room**
=====

Principal chaired the meeting.

MEMBERS PRESENT

Sl.No.	Members present	Signature
1	Prof. Rakesh S G	
2	Dr. V. Shantha	
3	Ms. Ekta Jolly	
4	Mr. Babu Raju	
5	Dr. K.S. Shanmukharadhya	
6	Dr. H.L. Suresh	
7	Mr. L.K. Muralidhara	
8	Dr. S.K. Uma	
9	Mr. Roy	
10	Mr.K. Ejaz Ahmed	
11	Dr. H. Ravikumar	
12	Mr. Madhukumar	

AGENDA: Grievance redressal process

At the outset, Principal welcomed all the members. He gave a brief introduction about the importance of Student welfare committee/Grievance redressal committee.

Informed respective faculty in charges of the grievances to address the issues and take necessary actions immediately to resolve the issues and update in ERP.

Also, informed Prof. Shantha - Convener of this committee to coordinate and follow up the activity daily for timely redressal of the issues.

The Meeting ended with thanks to the chair.


Principal



Office of the Principal
Sir M. Visvesvaraya Inst. of Technology
Ph. 080-28467248, 28477024 Extn: 200
Email: principal-int@sirmvit.edu

Ref.No.:SMVIT/PO/N&C/2022-23/050

Date: 03.02.2023

CIRCULAR

Following faculty members are identified to take up the responsibility of handling the type of grievances mentioned against their names.

Sl.No.	Grievance type	Faculty Name
1	Academic	Ms. Ekta Jolly
2	Admission Process	Mr. Babu Raju
3	Behavioural Issues	Dr. K.S. Shanmukharadhya
4	Campus cleanliness	Mr. Babu Raju
5	Curricular activities	Dr. H.L. Suresh
6	Document correction	Mr. L.K. Muralidhara
7	Extracurricular activities	Dr. S.K. Uma
8	Fees	Accounts Officer
9	Formative Assessment (Internal examinations)	Controller of Examinations
10	Interpersonal matters	Dr. K.S. Shanmukharadhya
11	Laboratory	Dr. H. Ravikumar
12	Teaching methodology	Dr. H.L. Suresh
13	Transportation	Mr. Madhukumar

Further details will be given during the meeting which will be convened soon.

PRINCIPAL

To

faculty@sirmvit.edu



Office of the Principal
Sir M. Visvesvaraya Inst. of Technology
Ph. 080-28467248, 28477024 Extn: 200
Email: principal-int@smvit.edu

Ref.No.:SMVIT/PO/N&C/018/2022-23

Date: 02.12.2022

Reconstitution of School Level Committees

Various School level committees have been reconstituted w.e.f. 01.12.2022 and following are the constitution of the committees. Faculty members who have been entrusted with various responsibilities are hereby requested to accept the same and work in unison, under the directions of the Chairman of the respective committees.

Student Welfare Committee / Grievance Redressal Cell

Sl. No.	Name	Department / Designation	Responsibility
1	Prof. Rakesh S.G.	Principal	Chairman
2	Dr. V. Shantha	Warden, Ladies Hostel	Convenor
3	Mr. Elayaraja P.	Warden - Men's Hostel	Member
4	Dr. Shivanna S.	Chief Local Guardian	Member
5	Mr. Madhukumar	Transport Manager	Member
6	Dr. Rajesh Y.H.	PED	Member
7	Mr. Babu Raju	Admin Manager	Member
8	Mr. Ravish P.Y.	Librarian	Member
9	Faculty Advisor	One from every department	Member

* HoDs to nominate and send the details to Principal's office.

Prof. Rakesh S.G.
Principal

**SIR M VISVESVARAYA INSTITUTE OF TECHNOLOGY
BANGALORE - 562 157**

Ref.No.VIT/OFF/6-58 /2019-2020/294

Date: 30.01.2020

C I R C U L A R

In view of NBA inspection likely to be in the month of February 2020, all the Coordinators of various college committees are hereby informed to submit the proceedings of the meetings conducted of their respective committees till date as a computer print out with seal and signature of the coordinator to the undersigned on or before 7th Feb 2020 without fail. Also the coordinators must obtain signature from the Principal for all those proceedings and keep all the records in a file along with meeting notice circulated to the members.

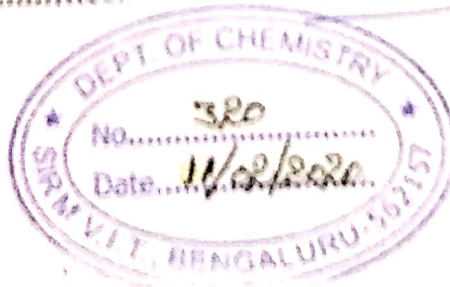
This matter may be treated as most urgent.

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To

The Coordinators of various committees

*Submitted to the
Principal:*



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11.02.2020

ERR:

3. *[Handwritten signature]*

A. *[Handwritten signature]*

Prof. & Head
Dept. of Chemistry
Sir M. Visvesvaraya Institute of Technology
Bangalore-562 157



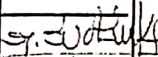
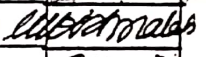
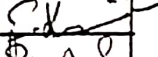
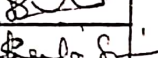
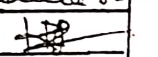

**SIR M. VISVESVARAYA INSTITUTE OF TECHNOLOGY
BANGALORE - 562 157**

Ref.No.VIT/OFF/ M-8 /2019-20/003

Date: 01.04.2019

M E M O

Grievance Redressal Committee comprising of the following faculty is constituted as shown in the table below.

Sl. No.	Name	Designation	Status	Sign
1	Dr. V. R. Manjunath	Principal	Chairman	
2	Dr. G. M. Krishnaiah	HOD, Chemistry	Coordinator	
3	Dr. E. Kavitha	HOD, TCE	Member	
4	Dr. S. K. Uma	Prof. Maths	Member	
5	Ms. Sheela Kathavate S.	Asso. Prof. CSE	Member	
6	Mr. K.V.R. Prasad	Asso. Prof. Civil	Member	

All the concerned faculty must sign in front of their names as an acknowledgement for having received the Memo. The Coordinator of the committee in consultation with the Chairman must convene regular meetings atleast once in a month or more if necessary and maintain a record of the proceedings of the meetings with important decisions taken in proceedings book which should be under the custody of the Coordinator.

The roles and responsibilities of the committee will be intimated in due course.



PRINCIPAL

SIR M. VISVESVARAYA INSTITUTE OF TECHNOLOGY
Krishnadevarayanagar, Hunsur, Bangalore-562157.

To
The concerned

SRR/-



**Sir M. VISVESVARAYA INSTITUTE OF TECHNOLOGY
BENGALURU- 562 157**

Ref. No. VIT/GRC/2019-20/P-11

Date: 30-01-2020

**PROCEEDINGS OF THE GRIEVANCE REDRESSAL COMMITTEE (GRC)
MEMBERS MEETING HELD ON 30-01-2020**

MEMBERS PRESENT:

1. Dr. E. Kavitha, HOD of TCE & Member of GRC.
2. Dr. S. K. Uma, Prof. Maths & Member of GRC.
3. Mrs. Sheela Kathavate, Asso. Prof. CSE & Member of GRC.
4. Mr. K. V. R. Prasad, Asso. Prof. Civil & Member of GRC.

Coordinator welcomed the members of the Grievance Redressal Committee.

1. Review of the previous meeting's proceedings.

Members have reviewed the proceedings of previous meetings.

2. Discussion on grievance/complaint letter received from

(i) Dr. G.K. Prashanth, Asst. Professor:

8 CLs are deducted instead of 4 CLs by the establishment section.

(ii) Dr. Manjula Sanjay Koti, HOD of MCA:

No internet connection in MCA block

Members have suggested the following:

- (i) Informed to the Manager of the Admin section to advise the concerned Establishment section to deduct only 4 CLs instead of 8 CLs.
- (ii) Informed to Mr. Ilaiyaraja to rectify the problem.



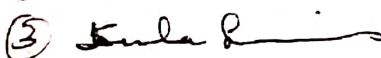
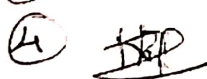
3. Any other subject

Members were not having any subject other than the agenda.

Meeting ended with thanks to the chair


30-01-2020
COORDINATOR

To: All the members of GRC

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**Sir M. VISVESVARAYA INSTITUTE OF TECHNOLOGY
BENGALURU- 562 157**

Ref. No. VIT/GRC/2019-20/P-10

Date: 26-12-2019

**PROCEEDINGS OF THE GRIEVANCE REDRESSAL COMMITTEE (GRC)
MEMBERS MEETING HELD ON 26-12-2019**

MEMBERS PRESENT:

1. Dr. E. Kavitha, HOD of TCE & Member of GRC.
2. Dr. S. K. Uma, Prof. Maths & Member of GRC.
3. Mrs. Sheela Kathavate, Asso. Prof. CSE & Member of GRC.
4. Mr. K. V. R. Prasad, Asso. Prof. Civil & Member of GRC.

Coordinator welcomed the members of the Grievance Redressal Committee.

1. Review of the previous meeting's proceedings.

Members have reviewed the proceedings of previous meetings.

2. Discussion on grievance/complaint letter received from

(i) Mr. H.M. Sathyananda, Asst. Professor as follows

Gents toilet not maintained properly, no water supply and crowded in Science Block

(ii) Mrs. Banuvalli Chetana, Asst. Professor as follows

Ladies toilet in science block not maintained properly

Members have suggested the following:

Informed to the concerned person to maintain the toilets in Science block properly.

Coordinator has agreed for the same.

3. Any other subject

Members were not having any subject other than the agenda.

Meeting ended with thanks to the chair

[Signature]
25.12.2019
COORDINATOR

To: All the members of GRC

- ①
- ②
- ③ *[Signature]*
- ④ *[Signature]*

**Sir M. VISVESVARAYA INSTITUTE OF TECHNOLOGY
BENGALURU- 562 157**

Ref. No. VIT/GRC/2019-20 P-9

Date: 22-11-2019

**PROCEEDINGS OF THE GRIEVANCE REDRESSAL COMMITTEE (GRC)
MEMBERS MEETING HELD ON 22-11-2019**

MEMBERS PRESENT:

1. Dr. E. Kavitha, HOD of TCE & Member of GRC.
2. Dr. S. K. Uma, Prof. Maths & Member of GRC.
3. Mrs. Sheela Kathavate, Asso. Prof. CSE & Member of GRC.
4. Mr. K. V. R. Prasad, Asso. Prof. Civil & Member of GRC.

Coordinator welcomed the members of the Grievance Redressal Committee.

1. Review of the previous meeting's proceedings.

Members have reviewed the proceedings of previous meetings.

2. Discussion on grievance/complaint letter received from

- (i) **Dr. G.K. Prashanth, Asst. Professor as follows:**
Gents toilet not maintained properly in Science Block
- (ii) **Mr. B. Muthuramalingam, Asst. Professor as follows**
Drinking water problem in MCA block
- (iii) **Mrs. R. Komala, Asst. Professor as follows:**
Monkeys and dogs entering in to the classrooms and washrooms
- (iv) **Mr. P.C. Hemanth Kumar, 3rd semester EEE as follows:**
 - (a) Washrooms in EEE not maintained properly
 - (b) Water problem in gents toilet
 - (c) Too many mosquitoes near the block

Members have suggested the following:

- (i) Informed to the concerned person to maintain the toilets properly.
- (ii) Informed to Mr. Baburaju to provide RO unit in MCA block
- (iii) Informed to Mr. Jagannmohan Reddy, Security person for necessary action.
- (iv) Informed to the HOD of EEE for suitable action.

Coordinator has agreed for the same.

3. Any other subject

Members were not having any subject other than the agenda.

Meeting ended with thanks to the chair

[Signature]
COORDINATOR

To: All the members of GRC

- ① *[Signature]*
- ② *[Signature]*
- ③ *[Signature]*
- ④ *[Signature]*

**Sir M. VISVESVARAYA INSTITUTE OF TECHNOLOGY
BENGALURU- 562 157**

Ref. No. VIT/GRC/2019-20/p-8

Date: 18-10-2019

**PROCEEDINGS OF THE GRIEVANCE REDRESSAL COMMITTEE (GRC)
MEMBERS MEETING HELD ON 18-10-2019**

MEMBERS PRESENT:

1. Dr. E. Kavitha, HOD of TCE & Member of GRC.
2. Dr. S. K. Uma, Prof. Maths & Member of GRC.
3. Mrs. Sheela Kathavate, Asso. Prof. CSE & Member of GRC.
4. Mr. K. V. R. Prasad, Asso. Prof. Civil & Member of GRC.

Coordinator welcomed the members of the Grievance Redressal Committee.

1. Discussion on grievance/complaint letter received from the student (Mr. Gopi Krishnana P of 3rd semester EEE) as follows
 - (i) RO unit is not working.
 - (ii) Desks are not being maintained properly.
 - (iii) Wash rooms are not maintained properly.
 - (iv) Too many mosquitoes near the block.

Members have suggested to inform to the HOD of EEE to look into this matter.
Coordinator has agreed to inform to the HOD of EEE for the above.

2. Review of the previous meeting's proceedings.
Members have reviewed the proceedings of previous meetings.
3. Any other subject.
Members were not having any subject other than the agenda.

Meeting ended with thanks to the chair


COORDINATOR

To: All the members of GRC

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**Sir M. VISVESVARAYA INSTITUTE OF TECHNOLOGY
BENGALURU- 562 157**

Ref. No. VIT/GRC/2019-20/P-7

Date: 30-09-2019

**PROCEEDINGS OF THE GRIEVANCE REDRESSAL COMMITTEE (GRC)
MEMBERS MEETING HELD ON 30-09-2019**

MEMBERS PRESENT:

1. Dr. E. Kavitha, HOD of TCE & Member of GRC.
2. Dr. S. K. Uma, Prof. Maths & Member of GRC.
3. Mrs. Sheela Kathavate, Asso. Prof. CSE & Member of GRC.
4. Mr. K. V. R. Prasad, Asso. Prof. Civil & Member of GRC.

Coordinator welcomed the members of the Grievance Redressal Committee.

1. Discussion on grievance/complaint letters received from the students as follows

- (i) Bicycle missing (Mr. Harshit Agnihotri, 1st sem EEE) on 10.09.2019
- (ii) ME subject of 1st semester K section not engaged theory classes on 04.09.2019.
- (iii) Class rooms are not clean, water problem in gents toilet and non-maintenance of innovation club at EEE block (Vishwas N, 3rd semester EEE)

Members have suggested to the co ordinator as follows:

- (i) Informed to security incharge Mr. Jaganmohan Reddy for further action to trace the missing bicycle.
- (ii) Informed to the HOD of ME to make an alternative arrangement to K section classes.
- (iii) Informed to the HOD of EEE to look into this matter.


2. Review of the previous meeting's proceedings.

Members have reviewed the proceedings of previous meetings.



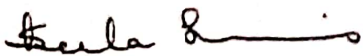

3. Any other subject.

Members were not having any subject other than the agenda.

Meeting ended with thanks to the chair


COORDINATOR

To: All the members of GRC

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**Sir M. VISVESVARAYA INSTITUTE OF TECHNOLOGY
BENGALURU- 562 157**

Ref. No. VIT/GRC/2019-20/P-6

Date: 26-08-2019

**PROCEEDINGS OF THE GRIEVANCE REDRESSAL COMMITTEE (GRC)
MEMBERS MEETING HELD ON 26-08-2019**

MEMBERS PRESENT:

1. Dr. E. Kavitha, HOD of TCE & Member of GRC.
2. Dr. S. K. Uma, Prof. Maths & Member of GRC.
3. Mrs. Sheela Kathavate, Asso. Prof. CSE & Member of GRC.
4. Mr. K. V. R. Prasad, Asso. Prof. Civil & Member of GRC.

Coordinator welcomed the members of the Grievance Redressal Committee.

1. Discussion on grievance/complaint letter received from one of the student:

Mr. K. Mohan Kumar (3rd semester EEE) has submitted a letter of complaint as follows:

- (i) No proper drinking water, RO unit not working in EEE block
- (ii) Wash room not maintained properly in EEE block
- (iii) Benches and furniture provided in class room are not in proper condition in EEE block

Members have suggested to inform to the HOD of EEE to look into this matter.

Coordinator has agreed to inform to the HOD of EEE.




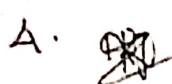
2. Any other subject.

Members were not having any subject other than the agenda.

Meeting ended with thanks to the chair


COORDINATOR

To: All the members of GRC

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2. 
3. 
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SIR M. VISVESVARAYA INSTITUTE OF TECHNOLOGY
BENGALURU - 562 157

Ref No: VIT/GRCC/2018/0004

Date: 04-12-2018

PROCEEDINGS OF THE GRIEVANCE REDRESSAL COMMITTEE (GRC)
MEMBERS MEETING HELD ON 04-12-2018

MEMBERS PRESENT:

1. Dr. E. Kavitha, HOD of TCE & Member of GRC.
2. Dr. S. K. Uma, Prof. Maths & Member of GRC.
3. Mrs. Shashi Lakshmi, Asst. Prof. CSE & Member of GRC.
4. Mr. K. V. S. Prasad, Asst. Prof. Civil & Member of GRC.

Coordinator welcomed the members of the Grievance Redressal Committee.

1. Coordinator has enquired with the members of Grievance Redressal Committee that any problems/ letters received from the students/ faculty members.

GRC members have informed to the coordinators that they have not received any letters received from the students/ faculty members.

2. Any other subject.

(Nil)

Meeting ended with thanks to the chair


COORDINATOR

To: All the members of GRC




**Sir M. VISVESVARAYA INSTITUTE OF TECHNOLOGY
BENGALURU- 562 157**

Ref. No. VIT/GRC/2018-19/P-3

Date: 05-11-2018

**PROCEEDINGS OF THE GRIEVANCE REDRESSAL COMMITTEE (GRC)
MEMBERS MEETING HELD ON 05-11-2018**

MEMBERS PRESENT:

1. Dr. E. Kavitha, HOD of TCE & Member of GRC.
2. Dr. S. K. Uma, Prof. Maths & Member of GRC.
3. Mrs. Sheela Kathavate, Asso. Prof. CSE & Member of GRC.
4. Mr. K. V. R. Prasad, Asso. Prof. Civil & Member of GRC.

Coordinator welcomed the members of the Grievance Redressal Committee.

1. Discussion about Duties and Responsibilities of Grievance Redressal Committee

Coordinator has informed to the members of Grievance Redressal Committee that Duties and Responsibilities of Grievance Redressal Committee have been approved by the Principal.

2. Any other subject.

Nil

Meeting ended with thanks to the chair

[Handwritten Signature]
05-11-2018
COORDINATOR

To: All the members of GRC.

1. *[Handwritten Signature]*
2. *[Handwritten Signature]*
3. *[Handwritten Signature]*
4. *[Handwritten Signature]*

**Sir M. VISVESVARAYA INSTITUTE OF TECHNOLOGY
BENGALURU- 562 157**

Ref. No. VIT/GRC/2018-19/P-5

Date: 04-01-2019

**PROCEEDINGS OF THE GRIEVANCE REDRESSAL COMMITTEE (GRC)
MEMBERS MEETING HELD ON 04-01-2019**

MEMBERS PRESENT:

1. Dr. E. Kavitha, HOD of TCE & Member of GRC.
2. Dr. S. K. Uma, Prof. Maths & Member of GRC.
3. Mrs. Sheela Kathavate, Asso. Prof. CSE & Member of GRC.
4. Mr. K. V. R. Prasad, Asso. Prof. Civil & Member of GRC.

Coordinator welcomed the members of the Grievance Redressal Committee.

1. **Coordinator has enquired with the members of Grievance Redressal Committee that any problems/ letters received from the students/ faculty members.**

NIL

2. **Any other subject.**

Nil

Meeting ended with thanks to the chair

[Handwritten Signature]
COORDINATOR

To: All the members of GRC.

1. *[Handwritten Signature]*
2. *[Handwritten Signature]*
3. *[Handwritten Signature]*
4. *[Handwritten Signature]*

**Sir M. VISVESVARAYA INSTITUTE OF TECHNOLOGY
BENGALURU- 562 157**

Ref. No. VIT/GRC/2018-19/P-2

Date: 04-10-2018

**PROCEEDINGS OF THE GRIEVANCE REDRESSAL COMMITTEE (GRC)
MEMBERS MEETING HELD ON 04-10-2018**

MEMBERS PRESENT:

1. Dr. E. Kavitha, HOD of TCE & Member of GRC.
2. Dr. S. K. Uma, Prof. Maths & Member of GRC.
3. Mrs. Sheela Kathavate, Asso. Prof. CSE & Member of GRC.
4. Mr. K. V. R. Prasad, Asso. Prof. Civil & Member of GRC.

Coordinator welcomed the members of the Grievance Redressal Committee.

1. Finalization of draft Duties and Responsibilities of Grievance Redressal Committee.

Coordinator read out the draft Duties and Responsibilities of Grievance Redressal Committee, after incorporating valuable suggestions given by the members. All the members were having opinion that the draft Duties and Responsibilities of Grievance Redressal Committee **subject to approval by the Principal.**

Coordinator has agreed to get approval by the principal.

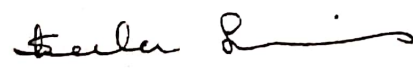

2. Any other subject.

Nil

Meeting ended with thanks to the chair


CA. 10. 2018
COORDINATOR

To: All the members of GRC.

1.
2.
3. 
A. 

Sir M. VISVESVARAYA INSTITUTE OF TECHNOLOGY
BENGALURU- 562 157

Ref. No. VIT/GRC/2018-19/P-1

Date: 04-09-2018

**PROCEEDINGS OF THE GRIEVANCE REDRESSAL COMMITTEE (GRC)
MEMBERS MEETING HELD ON 04-09-2018**

MEMBERS PRESENT:

1. Dr. E. Kavitha, HOD of TCE & Member of GRC.
2. Dr. S. K. Uma, Prof. Maths & Member of GRC.
3. Mrs. Sheela Kathavate, Asso. Prof. CSE & Member of GRC
4. Mr. K. V. R. Prasad, Asso. Prof. Civil & Member of GRC.

Coordinator welcomed the members of the Grievance Redressal Committee.

1. Discussion on Duties and Responsibilities of Committee.

Coordinator read out the proposed Duties and Responsibilities of Grievance Redressal Committee. Members were asked to give their valuable suggestions/ additions/ deletions within two weeks.

2. Deciding the periodicity of the meeting.

Members have decided to have a meeting once in a month, preferably 4th of every month (working day) at 3.30 pm. In case, 4th of that month happens to be holiday/any other unavoidable situations, next working day may be conducted the meeting

3. Any other subject.

Members were not having any subject other than agenda.

Meeting ended with thanks to the chair


COORDINATOR

To: All the members of GRC.

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