


VIVEKANANDA INSTITUTE OF TECHNOLOGY

GRIEVANCE REDRESSAL COMMITTEE

Minutes of Grievance Redressal Committee Meeting held on 19/06/2018

Agenda Topics		Duration/People Responsible/ Deadline
Meeting attended by:	Principal, Vice principal ,All Dept. HOD's	
Absent from meeting:	---	
Date:	Tuesday , June 19 th , 2018.	
Time:	2:00 pm to 3:00 PM (meeting began at 02:00 pm)	
Location:	Board Room	
Topic #1: Welcome and Introductions		Duration: 10 minutes
<ul style="list-style-type: none"> • Principal welcomed and addressed the purpose of the meeting 		
Topic #2: Regarding Change of committee members of the cell		Duration: 20 minutes
<ul style="list-style-type: none"> • Principal reviewed the responsibilities of the cell and also the appointment of ombudsman to the committee. • Principal informed the HOD's to add few more members to the committee and also to consider the student member to the committee list. The following are finalized for the committee members. Dr.M S Bhagyashekar Principal Chairman Dr. D.V Chandrashekar Vice Principal Member Dr. Shaila K HOD ECE Member Mrs. Chandramma HOD CSE Member Miss Deekshitha Vth sem CSE Member Principal informed the roles and responsibilities of the committee members and instructed to act according to the rules of the grievance cell. 		
Topic #3: Regarding Appointment of Ombudsman for grievance redressal committee		Duration: 10 minutes
<ul style="list-style-type: none"> • Principal and Vice Principal suggested Sri S N Nagaraj, MC Member JES, may be the Ombudsman for grievance redressal cell. 		
Topic #4: Purchase of online software for grievance redressal cell		Duration: 20 minutes
<ul style="list-style-type: none"> • Principal discussed for the purchase of software establishment for the mechanism of grievance redressal cell for disposal of grievances of students/ faculty. • All the members accepted the Principal decision. • Principal thanked all the committee members and concluded the meeting. 		

sl.no	Name of the student/ staff	Department	Grievances	Action taken	remarks
1	nil	nil	nil	nil	nil


Principal
 VIVEKANANDA INSTITUTE OF TECHNOLOGY
 Bangalore - 560 074

**Vivekananda Institute of Technology, Gudimavu
Kumbalagodu(P) Bengaluru -560 074.**

Ref. No. VKIT/EST/2018-19/ 165

Date: 20.06.2018

Circular

We are happy to inform that you are invited as Member of Grievance Redressal Committee from the academic year 2018-19. You are requested act according to rules of Grievance cell.


Principal 20/6/18

Copy to :

Dr. D.V Chandrashekar, Vice -Principal
Dr. Shaila K, HOD, ECE Dept. 20/6/18
Mrs. Chandamma, HOD, CSE Dept. 20/6/18
Ms. Deekshitha, 5th Sem CSE 20/6/18

Principal
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Enclosed: AICTE Regulations.