

Date: 17.07.2019

Grievance Redressal Cell

Meeting Notice

The following members of Grievance Redressal Cell are informed to attend the meeting scheduled on 19/07/2019 at 2pm in Board Room, Admin block.

Sl. No	Name of the Members	Designation	Contact Numbers
1.	Dr. Kumar Kenche Gowda Principal	Chairman	9480339078
2.	Dr. D V Chandrashekar Vice Principal	Member	7625013536
3	Dr. Shaila K Professor, ECE Dept.	Member	9964579958
4.	Mrs. Chandramma Assoc. Prof. CSE Dept.	Member	9901922114
5.	Ms. Deekshitha 7 th CSE	Member	8123630572

Agenda:

1. To read and confirm the minutes of the previous meeting.
2. To discuss about the Functions/Rules and Regulations of the cell.
3. To review any pending grievances if any.
4. Miscellaneous by permission of Chairman


Principal

Principal

VIVEKANANDA INSTITUTE OF TECHNOLOGY
Bangalore - 560 074

VIVEKANANDA INSTITUTE OF TECHNOLOGY, GUDIMAVU
KUMBALAGODU (P), BANGALORE-560 074

Date: 19.07.2019

Grievance Redressal Cell

Minutes of the Grievance Redressal Committee Meeting held on 19/07/2019

Agenda Topics		Duration / People Responsible / Deadline
Meeting attended by:	Vice Principal, Members of the Committee	
Absent from meeting:	Principal/Chairman	
Date:	Friday, July 19 th , 2019	
Time:	2:00 pm to 2:30 PM	
Location:	Board Room	
Topic #1: Welcome and Introduction Vice-Principal has welcomed all the members of the committee present.		
Topic #2: To read and confirm the minutes of the previous meeting. Vice-Principal has read the minutes of the previous meeting of the Grievance Redressal Cell of the institution held on 19/06/2018.		Duration 10 Minutes
Topic #3: To discuss about the Functions/Rules and Regulations of the cell. Vice-Principal has reviewed the responsibilities of the cell and informed all the members to act accordingly.		Duration 10 Minutes
Topic #4: To discuss about any grievances. The committee members informed that, no grievances reported as such. The members expressed that, grievances if any can be submitted in suggestion box at Admin Block and the message to be conveyed to all the stakeholders. Vice-Principal has thanked all the members and meeting was adjourned.		Duration 10 Minutes

Sl. No.	Name of the student/ staff	Department	Grievances	Action taken	remarks
1	Nil	Nil	Nil	---	---


Principal

VIVEKANANDA INSTITUTE OF TECHNOLOGY
Bangalore - 560 074

Date: 14.10.2019

Grievance Redressal Cell

Meeting Notice

The following members of Grievance Redressal Cell are informed to attend the meeting scheduled on 15/10/2019 at 2pm in Board Room, Admin block.

Sl. No	Name of the Members	Designation	Contact Numbers
1.	Dr. Kumar Kenche Gowda Principal	Chairman	9480339078
2.	Dr. D V Chandrashekar Vice Principal	Member	7625013536
3	Dr. Shaila K Professor, ECE Dept.	Member	9964579958
4.	Mrs. Chandramma Assoc. Prof. CSE Dept.	Member	9901922114
5.	Ms. Deekshitha 7 th CSE	Member	8123630572

Agenda:

1. To read and confirm the minutes of the previous meeting.
2. To review grievances if any.
4. Miscellaneous by permission of Chairman



Principal

Principal

VIVEKANANDA INSTITUTE OF TECHNOLOGY
Bangalore - 560 074

VIVEKANANDA INSTITUTE OF TECHNOLOGY, GUDIMAVU
KUMBALAGODU (P), BANGALORE-560 074

15/10/2019

Grievance Redressal Cell

Minutes of Grievance Redressal Committee Meeting held on 15/10/2019

Agenda Topics		Duration / People Responsible / Deadline
Meeting attended by:	Principal, Vice Principal, Members of the Committee	
Absent from meeting:	---	
Date:	Tuesday, October 15 th , 2019	
Time:	2:00 pm to 2:30 PM	
Location:	Board Room	
Topic #1: Welcome and Introduction Principal has welcomed all the members of the committee present.		
Topic #2: To read and confirm the minutes of the previous meeting. Principal has read the minutes of the previous meeting of the Grievance Redressal Cell of the institution held on 19/07/2019.		Duration 10 Minutes
Topic #3: To review grievances if any. Vice-Principal has informed that, girl's hostel students have submitted a grievance about electric power problems at girl's hostel and also arrangement of transportation facility from hostel to college campus. Chairman and all the members discussed about resolving these issues and decided to take immediate action about this. The electrician and Transport in-charge has been called to the meeting and instructed them to do the needful for hostel girl's. Principal has thanked all the members and meeting was adjourned.		Duration 20 Minutes

Sl. No.	Name of the student/ staff	Department	Grievances	Action taken	remarks
1	Nil	Girl's Hostel	2	yes	----


Principal
Principal
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